

6-30-1977

Board of Trustees Minutes, June 30, 1977

Eastern Washington State College

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Agenda

Board of Trustees Eastern Washington State College

7:00 p.m., June 30, 1977
Pence Union Building Council Chambers

- I Approval of the Minutes of the May Board of Trustees meeting
and of the May Special Board of Trustees meeting Attachment I.
- II Presidents' Reports
- III New Business
 - A. Business & Financial
 - 1. Adoption of Certificate to State Treasurer on
1977-78 debt service requirements of tuition bonds Attachment III.A.1.
 - 2. Appointment of Treasurer (Chapter 52, Laws of 1977) Attachment III.A.2.
 - 3. Adoption of Budgets for 1977-78
 - a. Auxiliary Enterprise Budgets
 - 1. Housing & Food Service Attachment III.A.3.a.1.
 - 2. Bookstore Attachment III.A.3.a.2.
 - 3. Pence Union Building Attachment III.A.3.a.3.
 - 4. Parking Attachment III.A.3.a.4.
 - 5. Pavilion Attachment III.A.3.a.5.
 - b. Service Unit Budgets
 - 1. Stores Operations Attachment III.A.3.b.1.
 - 2. Printing Attachment III.A.3.b.2.
 - 3. Motor Pool Attachment III.A.3.b.3.
 - c. Operating Budget Attachment III.A.3.c.
 - d. Capital Budget * Attachment III.A.3.d.
 - e. Services & Activities Budget Attachment III.A.3.e.
 - 4. Tuition & Fees, 1977-78 Attachment III.A.4.
 - B. Policies & Procedures
 - 1. Revision of Traffic and Parking Regulations Attachment III.B.1.
 - 2. Extension of Contract with Washington Federation
of State Employees, Bargaining Unit No. 1 Attachment III.B.2.
 - 3. EWSC Foundation
 - a. Articles of Incorporation Attachment III.B.3.a.
 - b. By-Laws Attachment III.B.3.b.
 - 4. By-Law Amendments
 - a. LBC Audit Recommendation #7, Teaching Load Attachment III.B.4.a.
 - b. Promotional Procedures Attachment III.B.4.b.
 - 5. Intercollegiate Athletic Proposal Attachment III.B.5.
- IV Personnel Actions Attachment IV.
- V Information Item: Reorganization Report Attachment V.

*The inclusion of this Agenda Item is dependent upon information from OPP&FM. The legislature has approved the Capital Budget, but details were not available in time for the Agenda notebooks.

Eastern Washington State College

Board of Trustees

Minutes

June 30, 1977

The Board of Trustees of Eastern Washington State College held its regular meeting on Thursday, June 30, 1977 in the Council Chambers of the Pence Union Building on the EWSC campus.

Board of Trustees present:

Mrs. Frederick Wilson, Jr., Chairman
Mr. Bruce McPhaden, Vice Chairman
Mr. Andrew P. Kelly
Mr. Jerome W. Page
Mr. Fred C. Enlow

Staff present:

Dr. H. George Frederickson, President
Dr. Philip R. Marshall, Executive Vice President
Mr. Fred S. Johns, Vice President for Business & Management
Dr. Daryl Hagie, Vice President for Student Services
Mr. Kenneth Dolan, Secretary of the Board
Mr. John Lamp, Assistant Attorney General
Dr. Grant Smith, President, Faculty Organization
Mr. Hank Koslowsky, Director, News Bureau
Mr. Dick Odell, President, Alumni Association

Press present:

Mr. Ed Coker, Spokesman-Review

Business Meeting

Chairman Wilson called the meeting to order at 7:05 p.m.

Minutes Approval

Motion #6/1/77: "I move that the Minutes of the May Board of Trustees meeting and of the May Special Board of Trustees meeting be approved." Motion by Mr. McPhaden, seconded by Mr. Kelly; approved unanimously.

EWSC Foundation, Agenda Item III.B.3.a.

Motion #6/2/77: "I move that the proposed EWSC Foundation Articles of Incorporation and By-Laws be approved." Motion by Mr. McPhaden, seconded by Mr. Kelly; approved unanimously. Chairman Wilson commented that the EWSC Foundation is needed because State funds are inadequate and carry restrictions which limit their use. She stated also that before any fund raising activities can be undertaken which might result in gifts to the Foundation, the tax status of the Foundation must be determined by the Internal Revenue Service.

Board of Trustees Minutes
June 30, 1977

Field House Contract

Motion #6/3/77: "I move that Mr. John Lamp, Senior Assistant Attorney General, be authorized to proceed with any and all legal action associated with recovery of damage and completion of the contract related to the Field House demolition." Motion by Mr. Page, seconded by Mr. Kelly; approved unanimously.

Debt Service Requirements, Agenda Item III.A.1.

Motion #6/4/77: "I move that the Secretary of the Board of Trustees be authorized and directed to certify to the Treasurer of the State of Washington that the sum of \$506,248 is required in the Eastern Washington State College Bond Retirement Fund for the payment of principal, interest and reserves due on general tuition and fee and normal school permanent fund revenue bonds series A, C, D and E during the fiscal year 1977-78." Motion by Mr. McPhaden, seconded by Mr. Kelly; approved unanimously.

Appointment of Treasurer, Agenda Item III.A.2.

Motion #6/5/77: "I move that Mr. Fred S. Johns, Vice President for Business and Finance, be appointed Treasurer of Eastern Washington State College." Motion by Mr. McPhaden, seconded by Mr. Kelly; approved unanimously.

Auxiliary Enterprise Budgets & Service Units Budgets, Agenda Items III.A.3.a. and III.A.3.b.

Motion #6/6/77: "I move that the proposed Auxiliary Enterprise Budgets, and Service Units Budgets for 1977-78 be approved." Motion by Mr. Enlow, seconded by Mr. McPhaden; approved unanimously.

Operating Budgets, Agenda Item III.A.3.c.

Motion #6/7/77: "I move that the Board of Trustees approve the proposed operating budget for 1977-78 with the following stipulations: (1) that the President and his designee are authorized to transfer allotments between major operating programs within statutory limitations established by the Legislature and approved by the Office for Program Planning and Fiscal Management; (2) that the President will provide the Board with an information copy of the 1977-78 Operating Budget as soon as it is available." Motion by Mr. McPhaden, seconded by Mr. Page; approved unanimously.

Capital Budget, Agenda Item III.A.3.d.

No action. Capital budget information was not available in time for Board of Trustees action.

Tuition and Fee Rates - 1977, Agenda Item III.A.4.

Motion #6/8/77: "I move that the Board approve the fee schedules as proposed." Motion by Mr. McPhaden, seconded by Mr. Kelly; approved unanimously.

Board of Trustees Minutes
June 30, 1977

Revision of Traffic and Parking Regulations, Agenda Item III.B.1.

Motion #6/9/77: "I move that the Board of Trustees approve the revisions in the Traffic and Parking Regulations as submitted." Motion by Mr. Kelly, seconded by Mr. Page; approved unanimously.

Extension of Contract with Washington Federation of State Employees, Bargaining Unit #1, Agenda Item III.B.2.

Motion #6/10/77: "I move that the existing Contract with the Washington Federation of State Employees, Bargaining Unit #1 be extended through June 30, 1977." Motion by Mr. Kelly, seconded by Mr. Page; approved unanimously.

By-Law Amendments, Agenda Items III.B.4.a. and III.B.4.b.

Motion #6/11/77: "I move that the Board of Trustees approve the change in By-Law 402.40.00 concerning teaching load and that By-Law 403.40 (temporary By-Law) be extended through the academic year 1977-78." Motion by Mr. Kelly, seconded by Mr. Page; approved unanimously. Chairman Wilson stated that the appropriate faculty and administrative bodies should continue to review the promotion procedures. She asked that a progress report be available for the December Board of Trustees meeting.

Intercollegiate Athletic Proposal, Agenda Item III.B.5.

Motion #6/12/77: "I move that the changes proposed in the Intercollegiate Athletic Program be approved." Motion by Mr. McPhaden, seconded by Mr. Kelly, approved unanimously.

Service & Activity Fee Budget, 1977-78, Agenda Item III.A.3.e.

Motion #6/13/77: "I move that the Services & Activities Budget as submitted be approved." Motion by Mr. McPhaden, seconded by Mr. Enlow; approved unanimously.

Executive Session

Mrs. Wilson called an Executive Session at 9:30 p.m. for the purpose of discussing personnel matters. Mrs. Wilson called the meeting back into regular session at 10:15 p.m.

Personnel Actions, Agenda Item IV.

Motion #6/14/77: "I move that the Personnel Actions for faculty and administration be approved as submitted." Motion by Mr. Kelly, seconded by Mr. McPhaden; approved unanimously.

Board of Trustees Minutes
June 30, 1977

Next Meeting Date

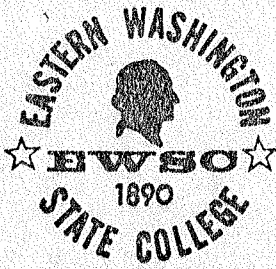
The next regular Board of Trustees meeting will be on July 28, 1977 at 7:00 p.m. - place to be determined at a later date.

Adjournment

The meeting was adjourned at 10:30 p.m.

Mrs. Frederick Wilson, Jr.
Chairman, Board of Trustees

Kenneth R. Dolan
Secretary, Board of Trustees



ASSOCIATED STUDENTS
CHENEY, WASHINGTON 99004

May 18, 1977

Board of Trustees
Eastern Washington State College

It is the opinion of both Financial Affairs committees (the Departmental and the A.S. Related), and the A.S. Legislature that you accept the recommendations that are herewith submitted. After many hours of interviews, hearings, and debates, these are the appropriations that we feel the students wish spent and would most benefit them and the entire college community.

Under Departmental Related budgets we made changes according to their requests and needs and benefits provided. The reasons Model United Nations and the Rifle Team budgets were decreased is that they requested less than last year. The Student Art Guild was budgeted 0 because we felt it was just a way for the Art Department to get a new printing press and more art supplies. Their request was for \$8,500, which was to purchase a new printing press and art supplies for the "five" members which they have.

As for the P.E. Department, we increased each sport also to what we felt each should deserve. It should be noted that our recommendation for football was decreased \$8,700 from what they obtained last year, (our recommendation is \$2,000 more than was recommended last year). The main reason is that we feel, as do a majority of the students, that we should not have to spend \$10,000-\$13,000 in order to house and feed the football team for two weeks before the quarter begins. No one else on campus gets their room and board paid for by students while they are not in school.

In addition, we are requesting that all revenue exceeding the estimates we have been provided with (\$300,000 for A.S., \$200,000 for Departmental Related) be put into an appropriate reserve fund to be used specifically for its area (60% excess revenue into an A.S. Reserve, 40% into Departmental Reserve) to be allocated by the A.S. Legislature based on need for the 1977-78 year.

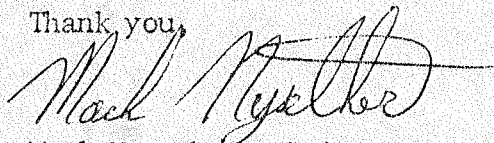
In allocating funds for the A.S. related budgets, we budgeted accordingly as we felt was mandated by the feelings of the A.S. Student Body and according to the needs of the programs. Most of those allocated were increased on a basis of services provided to students. The Bus Subsidy was reduced because in the last General Election the majority of the students requested that

the fee be kept at 40 cents a trip. The \$27,250, plus monies left over from this year's allocation, should be enough to cover all its operating expenses for the 1977-1978 year. The Vets Co-op was budgeted 0 this year because their allocation of \$970 last year was to cover the costs of a Housing Referral Service which was not requested this year. ASCIB (Associated Students Contemporary Issues Bureau) was also reduced for the reason that two years ago it was increased substantially in order that clubs and organizations could come to them for requests for speakers and not have to include them in their separate budget requests to us. This has not been done, so we increased those budgets who requested speakers, in order to provide maximum benefit to the student organizations. This still leaves ASCIB with a very substantial budget to bring speakers that will appeal to the Student Body.

Campus Recreation also shows that it went down from last year, but actually they were funded \$12,312 and were given the rest to cover the previous year's deficit.

We are hoping that you can give consideration to the fact that we spent countless hours in meetings and interviews to come up with these recommendations. Although we realize these recommendations won't please every student that attends Eastern, we are confident that they are the reflections of the feelings of the majority of the Student Body.

Thank you,

A handwritten signature in dark ink, appearing to read "Mark Nysether", with a stylized flourish extending to the right.

Mark Nysether, Chairman
Financial Affairs Committee

5 or 1000
3000
 Estimated available for Associated Student Budgets, 1977-78

\$325,000⁰⁰

	<u>Last Year Obtained</u>	<u>This Year Recommend</u>	<u>Percent of Total</u>
Fixed Overhead	\$30,051	\$33,137	10.20%
Executive	10,500	11,000	3.38%
Legislature	4,700	5,000	1.54%
Band Share	5,400	5,850	1.80%
Elections	3,085	3,964	1.22%
PUB	92,697	107,000	32.92%
EASTERNE	18,470	20,000	6.15%
Student Library Center	678	750	.23%
Bus Subsidy	31,120	27,250	8.38%
International Students	700	1,150	.35%
Hawaiian Luau	1,250	1,300	.40%
Campus Recreation	14,300	13,159	4.05%
Vet's Co-op	970	000	.00%
SARB	20,650	38,290	11.78%
Concerts	8,800	15,000	4.62%
ASCIB	14,600	12,500	3.85%
FOCUS	5,070	5,769	1.78%
Outdoor Programs	825	2,831	.87%
Judicial	750	750	.23%
Native American Indians	3,600	5,600	1.72%
FLEX Line	1,000	1,000	.30%
IMC	273	900	.28%
Women's Commission	1,500	2,100	.65%
BSU	3,651	6,000	1.85%
Ski Club	000	550	.17%
Chicano Students	480	1,500	.46%
Legal Aid	440	2,650	.82%
TOTALS	\$291,360	\$325,000	100.00%

Budgets, 1977-78
Page 2

*\$25,000 of this is to be taken out of the General Fund.

Because at the time of completion of the budgets we had only received the \$300,000 minimal estimate, we are requesting that all additional funds allocated to the Associated Student Related Budgets be put into a Reserve Fund where, if deemed necessary, each department may request additional funds from the Associated Student Legislature during the 1977-1978 school year.

Mark Nysether, Chairman
Financial Affairs Committee

Estimated Available for Department Budgets, 1977-78

\$200,000

	<u>Last Year Obtained</u>	<u>This Year Recommend</u>	<u>Percent of Total</u>
Band	\$6,000	\$8,000	<u>4.00%</u>
Choral Activities	5,000	6,000	<u>4.00%</u>
Cheerleaders	900	900	<u>.45%</u>
Drama	16,000	20,000	<u>10.00%</u>
Forensics	3,652	4,017	<u>2.01%</u>
Gallery of Art	1,545	3,000	<u>1.50%</u>
KIWC	00	1,000	<u>.50%</u>
Model United Nations	1,759	1,170	<u>.59%</u>
Orchestra	5,000	7,000	<u>3.50%</u>
Music Theatre	2,225	3,200	<u>1.60%</u>
Rifle Team	5,000	4,200	<u>2.10%</u>
Stage Operations	6,500	7,500	<u>3.75%</u>
Student Art Guild	00	00	<u>0.00%</u>

	Last Year Obtained	6	This Year Recommend	Percent of Total
Men's Athletics			54,484	
Football	\$22,700		\$14,000	7.00%
Basketball	12,004		13,500	6.75%
Baseball	5,700		6,000	3.00%
Track & Cross Country	8,000		8,500	4.25%
Gymnastics	2,250		3,736	1.87%
Swimming	2,250		2,500	1.25%
Tennis	3,600		2,000	1.00%
Golf	2,050		2,250	1.13%
Wrestling	3,680		4,000	2.00%
Women's Athletics			25,300	
Volleyball	\$3,000		\$3,500	1.75%
Swimming	2,000		2,300	1.15%
Gymnastics	3,000		3,500	1.75%
Basketball	4,700		5,000	2.50%
Track	3,800		4,200	2.10%
Tennis	1,500		2,000	1.00%
Dance	1,852		2,000	1.00%
Cross Country	00		650	.33%
Golf	00		650	.33%
Softball	00		1,500	.75%
General Athletics	\$32,110		\$30,000 (111,786)	15.00%
National Travel	\$ 3,000		\$5,000	2.50%
Department Reserve Fund	00		\$15,227	7.61%
Total Allocated	\$163,844		\$200,000	100.00%

Because at the time of completion of this committee's budgeting we had only the \$200,000 minimal estimate, we are requesting that all additional funds allocated to the Departmental Related Budgets be put into the Departmental Reserve Fund, where, if necessary, each department can request additional funds from the Associated Student Legislature during the 1977-78 school year.

A.S. Departmental-related Budget Committee

1977-78
Category/Program Budget

Attachment IV.

Institutional Support - Institutional Management		Beginning Allotment <u>1976-77</u>	Current Level <u>1976-77</u>	Requested <u>1977-78</u>	Funds Available
<u>Category 081</u>	<u>Object</u>				
0010 Presidents Office	00	100,500	119,900	81,314	
	01	2,400	56	2,400	
	03	2,700	2,400	5,000	
	04	4,000	4,000	4,000	
	06	-0-	5,000	3,950	
Totals		<u>109,600</u>	<u>131,356</u>	<u>96,664</u>	
0012 Board of Trustees	03	2,500	4,030	3,350	
	04	<u>10,700</u>	<u>13,550</u>	<u>8,000</u>	
Totals		<u>13,200</u>	<u>17,580</u>	<u>11,350</u>	
0014 Presidential Search	03	3,000	4,880	-0-	
	04	<u>5,000</u>	<u>5,000</u>	<u>-0-</u>	
Totals		<u>8,000</u>	<u>9,880</u>	<u>-0-</u>	
0010 V.P. Business & Management	00	37,318	37,318	37,318	
	01	-0-	351	480	
	03	1,000	4,925	1,020	
	04	<u>2,900</u>	<u>3,090</u>	<u>3,760</u>	
Totals		<u>41,218</u>	<u>45,684</u>	<u>42,578</u>	
0210 V.P. Academic Affairs	00	58,940	55,530	59,053	
	01	-0-	37	-0-	
	03	2,400	2,430	2,400	
	04	1,600	1,600	1,800	
	06	<u>-0-</u>	<u>-0-</u>	<u>750</u>	
Totals		<u>62,940</u>	<u>59,597</u>	<u>64,003</u>	
Total 07		31,069	N/A	27,806	
Total Category 081		266,027	264,097	242,401	

Funds Available

Surplus/Deficit

June 13, 1977

Attachment V

RESOLUTION

WHEREAS, Section 28B.40.370 of the Revised Code of Washington requires that this Board of Trustees shall file an annual certificate with the State Treasurer stating the amount of General Tuition Fee and Normal School Permanent Fund Revenue required to be deposited in the Eastern Washington State College Retirement Fund, and,

WHEREAS, the deposits required to pay and to secure the payment of the principal and interest on the General Tuition Fee and Normal School Permanent Fund Bonds, Series A, C, D and E during the 1977-78 fiscal year are:

October 1, 1977

Series A Principal	\$ 85,000.00
Series A Interest	40,850.00
Series C Interest	37,095.00
Series E Interest	27,450.00

April 1, 1978

Series A Interest	\$ 40,850.00
Series C Interest	37,095.00
Series D Reserve Account	55,458.00
Series E Principal	155,000.00
Series E Interest	<u>27,450.00</u>

Total Deposits Required	<u>\$506,248.00</u>
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BE IT RESOLVED, that the Secretary of the Board of Trustees is authorized and directed to certify to the Treasurer of the State of Washington that the sum of \$506,248.00 is required in the Eastern Washington State College Bond Retirement Fund to pay and secure the payment of principal, interest and reserves due on the General Tuition Fee and Normal School Permanent Fund Revenue Bonds, Series A, C, D and E, during the fiscal year 1977-78.

memo

EASTERN WASHINGTON STATE COLLEGE — Cheney, Washington 99004

Attachment VI.

To Dr. H. George Frederickson, President
From Fred S. Johns, Vice President for Business and Finance
Date June 14, 1977
Subject Appointment of Treasurer

I recommend that the Board of Trustees appoint a treasurer to implement Chapter 52, Laws of 1977.

A copy of House Bill 585, which was signed by the Governor on March 25, 1977 is attached, also attached is a copy of a memo from the State Risk Manager advising that the bonding requirements of this law are satisfied by the State's existing public employee blanket bond, so that it will not be necessary for the Treasurer to provide additional bonding.

This legislation was sought by the State college's, particularly Eastern and Central, so that we might adopt the same payroll procedure now used at Washington State University. At present, payroll warrants drawn on the State Treasury are prepared on campus and must be mailed to Olympia for signing by the State Treasurer. Deterioration of mail service in recent times has required that the warrants be flown over to Olympia and back by currier.

The WSU procedure, which we hope to implement with the July payroll, is to pay all employees with institution checks drawn on our local bank account, with reimbursement of the account by a single warrant drawn on the State General Fund by the State Treasurer. We had been advised by the Office of the Attorney General that this procedure was permissible for WSU and UW because their statutes provided for a treasurer to the Board of Regents, but that the lack of treasurers to the Boards of Trustees precluded the State college's from adopting the procedure. House Bill 585 was drawn up to remove this obstacle.

FSJ:kem

Attachments:

House Bill 585

James R. McLees letter dated May 31, 1977

State of Washington
DIXY LEE RAY, Governor



DEPARTMENT OF GENERAL ADMINISTRATION

VERNON L. BARNES, Director

218 GENERAL ADMINISTRATION BUILDING, OLYMPIA, WASHINGTON 98504

May 31, 1977

For Fred Johns

TO: Emerson C. Shuck, President
Eastern Washington State College

FROM: James R. McLees, Risk Manager

SUBJECT: BONDING REQUIREMENTS - TREASURER *JRM*

The requirements of HB 585 regarding the appointment of a treasurer and obtaining a bond have been codified in Chapter 52, Laws of 1977.

Please be advised that the bonding requirements of this law are satisfied by the state's existing public employee blanket bond. It will not be necessary for the treasurer to provide additional bonding.

JRM:vad

Attachment

HOUSE BILL NO. 585

State of Washington
45th Legislature
Regular Session

by Representatives Erickson, Burns and
Chandler

Read first time February 4, 1977, and referred to Committee on HIGHER EDUCATION.

1 AN ACT Relating to the state colleges; and adding a new section to
2 chapter 223, Laws of 1969 ex. sess. and to chapter 28B.40 RCW.

3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

4 NEW SECTION. Section 1. There is added to chapter 223, Laws
5 of 1969 ex. sess. and to chapter 28B.40 RCW a new section to read as
6 follows:

7 Each board of state college trustees shall appoint a treasurer
8 who shall be the financial officer of the board and who shall hold
9 office during the pleasure of the board. Each treasurer shall render
10 a true and faithful account of all moneys received and paid out by
11 him, and shall give bond for the faithful performance of the duties
12 of his office in such amount as the trustees require: PROVIDED, That
13 the respective colleges shall pay the fees for any such bonds.

HB 585

PROPOSAL FOR INTERCOLLEGIATE ATHLETICS

EASTERN WASHINGTON STATE COLLEGE

PREAMBLEHistory and Charge

Athletic The Board of Trustees in July, 1976, ^{requested}~~ordered~~ a review of the College's Intercollegiate program. In consultation with faculty and student leadership, I appointed an ad hoc committee to execute the charge. The Intercollegiate Athletic Evaluation Committee (IAEC) held its first meeting on February 4, 1977 with Fred Johns presiding. The committee's charge was: to evaluate the current athletic program in relation to its own aims, EWSC goals, public relations, and such other of the College's programs upon which it bears. The committee understood that its final report would contain specific recommendations for change or no change and would address itself to the general problem of funding.

Committee Procedure

All meetings were open, advertised, and civil. Special interest spokespersons were urged to attend, write or otherwise communicate their concerns to the committee. Many did. No one's concerns were dealt with summarily. HPERA Department personnel contributed much time and energy toward the enlightenment of the committee. Those most closely connected to athletics were invited to specify problem areas and to present specific recommendations. The committee sent its proposals to the Academic Senate and to the Associated Students Legislature for discussion and comment before drafting a final report to me.

Aims and Ideals

Athletics The fact that athletics, both intramural and intercollegiate, is part of HPERA's total program is not an administrative accident. Its separation in the major universities is an accident and while the separation has led to some winning efforts, it has also been the cause of an undue overemphasis on winning. Athletics is an integrated program with functional relationships to the academic and professional programs within the department. The philosophy and objectives of the department are, therefore, pertinent to any assessment of the athletics segment. Accordingly a statement to that end is attached. (Attachment A.) In short, HPERA is about health and physical activity. Good health, recreation

aesthetics, and competition are treated as logically and functionally related aspects. More specifically, the aim of athletics is to provide competitive and performing experiences in as many areas and for as many participants as interest dictates and which experience is commensurate with the highest level of each participant's ability. Since the emphasis is on the optimum development of individuals, no one activity has any greater importance than any other. An ideal intercollegiate program is one which encompasses as many activities as interest and opportunity for competition allow. The aim of each activity within the program is excellence. Priority criteria are developed elsewhere in this proposal; their application, however, should always be judiciously weighed against these general objectives.

Historically at EWSC programs have been initiated whenever there was sufficient interest and often when the fiscal means were nominal. Typically activities other than the so-called major sports have gone from intramural to club status, to team or varsity status. Soccer would appear to be in just such a transitional status at the present time. This procedure is consistent with the aims of the program.

Title IX Compliance

The members of the committee were aware of the impact of Title IX of the Education Amendments of 1972 and believe that the expanded and upgraded program proposed here would meet federal guidelines. However, the Athletic Policy Board will be determining funding levels for each activity and administering the financial aid program, and will formulate *policy which will determine* College compliance with the regulations. This board must provide for proper balance and recognize that the Title IX regulations are binding and take precedence over conference regulations or other administrative rules.

Impact on Supportive Activities

The Athletic Program proposed herein will have a direct financial impact upon several supportive activities. Two such activities, cheerleading and music, were of particular concern to the committee, *The Committee acknowledged* and that there would be some impact on publicity activities such as The Easterner's coverage of games. *was acknowledged.* The major impact would appear to be on supportive musical

activities as the attached budget material and rationale from the Music Department will show. (Attachment B.) Lacking the authority to do so, the committee took no official position on specific budgets including the Athletic budget. The committee recommended an expanded and upgraded athletic program which, if it is to be successful, must have substantial financial support both within the athletic budgets and in supportive budgets.

RECOMMENDATIONS

Athletic Policy Board

annual review of sports program

A body such as an all-college Athletic Policy Board is needed to set policy for the College athletic program. This body should have sufficient policy and budgetary control to accomplish College goals in intercollegiate athletics.

Affiliations (Men)

Continue national membership in the National Association of Intercollegiate Athletic (N.A.I.A.); however, the National Collegiate Athletic Association (N.C.A.A.) is now developing three divisions and as they become solidified, EWSC should investigate national affiliation with N.C.A.A. in an appropriate division. There should be no change in N.A.I.A. district affiliation; however, I recommend a change from the Evergreen Conference to an N.A.I.A. independent status. Central Washington State has announced its withdrawal from the Evergreen Conference. Without Central, the Evergreen makes very little sense for Eastern, because Central is our nearest and best competitor in the Conference. Independence should be an interim process with Eastern looking for an alliance with other institutions that are more compatible philosophically (very likely including Central), which produces a reduction in travel costs and which will provide more spectator interest in Eastern Athletic teams.

Affiliations (Women)

Retain alignment with the Association for Intercollegiate Athletics for Women (A.I.A.W.) at the national level and the Northwest College Women's Sports Association (N.C.W.S.A.) at the district level.

Program

Continue to offer the current ten-sport program for men including baseball, basketball, cross country, football, golf, gymnastics, swimming, tennis, track and field, and wrestling.

Continue the current seven activities for women, but add three additional sports. The full recommended program is as follows: basketball, cross country (proposed), dance, golf (proposed), gymnastics, softball (proposed), swimming, tennis, track and field, and volleyball.

There should be an annual review of these listed sports by the Athletic Policy Board for the purpose of adding or deleting certain sports. For example, the board might want to add such growing sports as soccer or racquet ball sometime in the future.

Intramurals

The committee was assured by the director of the intramural program that the above program and affiliations will have no adverse affect on Eastern's superior intramural program. In addition, the intramural director advised the committee that the program is adequately funded at present and that the program activities can be expanded to meet increased demand at relatively little added cost.

Alternative Considerations

In its deliberations on the number and kind of sports to recommend, the committee considered various alternatives. The alternative most often suggested was to drop football and to concentrate the resources thus released on an expanded basketball program. The attached memorandum from Professor Zimmerman (Attachment C) presents this point of view. If football were dropped, the estimated net reduction in athletic program costs at 1976-77 levels would be \$23,500. This would consist of the \$22,200 in direct expenses for football plus \$6,600 of general athletic expense attributable to football (insurance, medical costs, training room expenses, awards, etc.), offset by a revenue loss of \$5,300 (gate receipts, concessions, program sales, and guarantees). In the S & A budget recommended by the Associated Students Legislature on May 18, 1977, the estimated cost reduction would be \$14,800 (\$14,000 of direct expense plus \$6,100 of general athletic expense, offset by a revenue loss of \$5,300).

The elimination of football has some attendant problems. First, other costs associated with football (coaches' salaries, field maintenance, etc.) are fixed and cannot be "eliminated." Second, scheduling contests with other institutions in this region in sports other than football would be more difficult if EWSC did not have a football program. Third, a possible future conference-alignment would be made difficult without a football program. Finally, football, unlike other sports except basketball, has some revenue or gate potential.

4 The committee also received suggestions to add soccer to the intercollegiate program, either as a substitute for football or as an additional sport. The attached memorandum from Professor Wall (Attachment D) presents the latter point of view.

The committee requested the men's and women's coaching staffs to develop a set of criteria for prioritizing the various sports, and to rank the sports according to those criteria. The results are shown on Attachment E.

Coaching Staff

The men's and women's coaching staff currently has 6.4 full time staff equivalents (4.8 FTE in men's athletics and 1.6 FTE in women's athletics). I recommend that this be increased to 8.0 FTE in order to accommodate an expanding program--especially in women's athletics. This would permit addition of 1.3 FTE to women's sports so that the junior varsity programs could be reinstated and the three recommended new sports could have adequate direction. Since FTE faculty assigned to coaching are a part of the total teaching faculty entitlement generated by state funding formulas, this recommendation is conditional upon the final legislative action on Eastern's budget for 1977-79. The annual cost of on 1.6 additional FTE coaches, including fringe benefits, would be approximately \$21,500.

Funding Considerations

The figures below reveal the dollar amount allocated in 1976-77 to operate men's and women's athletics. I feel that these allocations were inadequate. They represent only 55% of the original requests submitted by the athletic directors.

A. Allocations of S & A Fee Revenue by Board of Trustees:

General Athletics

Men	\$22,653
Women	<u>9,457</u>
Total	\$32,110

Men's Athletics	\$55,662
Women's Athletics	<u>21,866</u>

Total from S & A Fees	<u>\$109,638</u>
-----------------------	------------------

B. Revenue credited July 1, 1976 through April 30, 1977:

Admissions	\$ 5,505	
Concessions	2,807	
Other Income	<u>7,584</u>	
Total Revenue		<u>\$ 15,896</u>

C. Total Funds Available, 1976-77

S & A Fee Revenue	\$109,638	
Other Revenue	<u>15,896</u>	
Total		<u>\$125,534</u>

D. Expenditures and Encumbrances, July 1, 1976 through April 30, 1977:

General Athletics \$39,579

Men's Athletics

Baseball	\$ 5,630
Basketbal	17,599
Football	22,212
Golf	2,025
Gymnastics	1,868
Swimming	1,684
Tennis	1,675
Track & Cross Country	8,133
Wrestling	<u>3,932</u>

Total Men's Athletics \$64,458

Women's Athletics

Basketball	\$ 4,565
Volleyball	3,884
Gymnasti cs	4,299
Orchesis	2,157
Track & Field	3,195
Tennis	585
Swimming	<u>1,731</u>

Total Women's Athletics \$20,416

Total, Athletics \$124,453

The recommendations contained elsewhere in this report have major financial implications for Services and Activities Fee funding, which must provide an important share of funds for athletics, and for the Instruction and Institutional Support programs of the regular (state-supported) College budget.

The capacity of the Services and Activity Fee revenue source to support an expansion for support of athletics, as well as for all other Services and Activities Fee budgets, appears possible at this time, due to three factors:

1. The institution's plan to allocate, beginning next year, a pro-rata share of the fees paid by part-time students to Services and Activities Fees. (Part-time students at present pay no S & A Fees, and these students are becoming a very important component of College enrollment, amounting to 23% the last two quarters.)
2. It will no longer be necessary, after this year, to set aside approximately \$27,400 per year for debt service on the 1955 and 1958 Student Union Building Revenue Bonds. Reserve funds built up in previous years for these bond issues, and the projected interest earnings on those funds, are more than sufficient to satisfy all future principal and interest payments on the bonds.
3. The near certainty of an increase in tuition and fees, including Services and Activities Fees, being mandated by the legislature for 1977-78.

On the other hand, the ability of the Instruction and Institutional Support programs to bear added expenses related to athletics does not appear good at this time, in view of the operating budgets adopted by the Senate and the House and now under consideration by a conference committee. However, if the ultimate appropriation for the 1977-79 biennium permits any significant expansion of funding in the "state-supported" programs, I urge that consideration be given to the recommendations concerning increases in coaching staff (especially for women's sports), coaches' travel, sports information, and administrative support. The committee was unanimous in feeling that the functional connections between the athletics segment and the academic and profes-

sional programs within HPERA are sufficiently strong to justify partial funding for the athletic program by the regular College budget, beyond the FTE faculty allocated to coaching.

Funding of Grants

In general, under state law, public funds (including Services and Activities Fee revenue) may not be used for student financial aid of any kind. An exception is made in the statutes, however, in the case of athletic gate receipts, which may be used "for purposes of providing scholarships or other forms of financial assistance to students in return for participation in intercollegiate athletics". (RCW 28B.10.704) A number of other state institutions of higher education ^{in Washington and elsewhere} designate a portion of the Services and Activities Fees paid by each student as an athletic event admission fee and thereby

devote this revenue to grants-in-aid to student athletes. I recommend that this procedure be adopted by Eastern, and that ^{\$2.25} of the Services and Activities Fees charged to Fall and Winter quarter students be designated as an athletic admissions fee. The admissions fee will produce an estimated \$30,000 per year, which would fund approximately 50 grants in the amount of resident tuition and fees, assuming the maximum figure of \$591 per year now being considered by the legislative conference committee on tuition legislation. I also recommend expanded activities by the booster club in securing funds for athletic grants to reduce the burden on student fee revenue.

Dedication of a Portion of Services & Activities Fees to Intercollegiate Athletics

I recommend that 30% of Services and Activities Fee revenue (net, after provision for bond principal and interest) be designated for athletics, including grants and aid, and that the Board of Trustees delegate to the proposed Athletic Policy Board the authority to allocate these funds among the various men's and women's sports. Since the administration of athletic programs requires multi-year planning, I feel that it is essential that the men and women charged with the responsibility for administering the programs have some assurance of reasonable stability of funding--not more assurance than administrators of other College programs have, but not significantly less, either. Assuming that the legislative conference committee on tuition legislation settles on an S & A Fee of ^{\$54.33} per quarter, the recommended 30% share would provide S & A funding of athletics in the amount of \$130,000

(plus grants) per year and would provide \$372,000 for all other activities funded by S & A Fees. (See Attachment F for proposed athletic budget.) The latter figure is \$4,000 higher than the funding recommended for those activities by the Associated Students Legislature in their recommendations to the Board of Trustees dated May 18, 1977.

With the rapidly expanding participation and interest in women's sports, not to mention Title IX requirements, I feel that the 30% figure is modest when one considers that, throughout the mid-1960's, approximately one third of Student Activities Fees were allocated to men's athletics alone.

I recommend that the percentage of net S & A Fee revenue assigned to athletics be reviewed biennially, in consultation with the Associated Students Legislature, since changing conditions can make whatever percentage chosen initially either too high or too low in later years.

Financial Aid

1. Institutionally sponsored aid must be equal for men and women. As noted in the section on Title IX Compliance in the Preamble, the Athletic Policy Board will be responsible for providing the proper balance between financial aid for men and women athletes.

2. I recommend that 50 grants in the amount of resident tuition and fees be made available for allocation to specific sports by the athletic policy board, and that 80% of these grants (i.e. 40) be awarded on the basis of financial need. The financial need test should be the test applied by the Financial Aid Office in the administration of federal financial aid funds. The need test takes into account factors such as parental disposable income and net worth, number of children including number of children in college, medical expenses, taxes, student's summer earnings, etc. (See Attachment G for forms used in financial aid administration.)

3. I recommend that 75 campus jobs for men and women athletes be made available for allocation to specific sports by the athletic policy board and that 80% of these jobs (i.e. 60) be awarded on the basis of financial need. (To place this figure in perspective, there were 687 students employed by the College in March, 1977. Some of these, of course, were student

athletes, but the committee was unable to determine how many.) Jobs for athletes will be governed by policies of the College; that is to say, the pay rate will be the same as for any comparable student job, and student athletes will be required to perform on the job to the same standards expected of any student employee in order to retain the job.

Coaches' Travel While With Teams

Adequate funds should be allocated to provide room/board expenses for coaches while traveling with teams. The committee heard testimony that coaches typically spend from \$500 to \$1,000 per year from their own pockets for travel due to inadequate budgets. The budget for coaches' travel in the HPERA departmental budget in 1976-77 was \$4,700. An adequate budget for coaches travel with teams and for coaches administrative travel to conference, regional and national meetings would be \$8,500. This would not include coaches' travel to national tournaments (see "National Travel" below).

Recruiting Funds

Funds should be allocated by the athletic policy board from the S & A revenue available to it for the purpose of acquainting student/athletes with Eastern. The funds would cover the actual expenses of coaches' travel, meals and lodging while visiting ^{student}athletes at schools and in their homes. An adequate allowance for this purpose would be \$5,000 for men's athletics. At the present time, regional and national association regulations prohibit coaches in women's sports from visiting prospective athletes at their schools or homes. X

National Travel

I recommend that the Athletic Policy Board set aside, from funds allotted to it by the Board of Trustees, an amount to cover estimated travel costs for student athletes or teams qualifying for national competition, and for coaches to attend the national meetings in their respective sports held in conjunction with these national tournaments. The estimated cost of the latter item is \$5,900.

RECOMMENDATIONS FOR SUPPORT SERVICES THAT INFLUENCE THE ATHLETIC PROGRAMMedical Services

Eastern Washington should employ, on a retainer basis, a physician who is interested in athletics to serve as a team doctor. This physician would be expected to be present at selected home athletic contests and to work with athletes in the training room several afternoons each week. The estimated cost of this service, which would come from the S & A Fees administered by the athletic policy board, would not exceed \$5,000. It is expected that much if not all of this cost would be offset in savings from costs previously incurred in medical and hospital services.

Sports Information and Administrative Assistance to the Athletic Director

I recommend that a position of Administrative Assistant to the athletic director be established. This position would be responsible for sports information, production of press books, programs, need letters, specific sports brochures and schedules, and for relieving the athletic director of routine administrative tasks. The estimated cost of the position, including fringe benefits, is \$12,700. This is a conditional recommendation, pending the outcome of legislative action on the 1977-79 budget.

DEPARTMENTAL PHILOSOPHY AND OBJECTIVES

The program of the Department of Health, Physical Education, Recreation and Athletics is based upon a field of knowledge concept. Any area that is regarded as a field of knowledge must possess certain identifiable criteria. First, it needs to possess a history and philosophy which is interpretable and upon which interpretations can be based. Second, it needs to contain a body of knowledge which is peculiar to that field. This body of organized knowledge may cover several division or topics, but is clearly recognizable as a body of knowledge applying to a particular field. Thirdly, it must have a system of research and methods of investigation by which the knowledge in that field can be continually extended and expanded.

The portion we are dealing with here is, of course, the second half of the first criteria, that of philosophy, and so that we all might be on the same wave length, let's define the term philosophy. There are, of course, many definitions, but the one to which I am addressing myself is the following: "philosophy is a term applied to a system of thought that is based on given point of view. It embraces all of the elements of the field which have a bearing on that point of view, and presents a logical analysis of the relationship of these elements to one another and presents logical answers to all of the questions involved. To be recognized, it must constitute a coherent, logical system of thought, each part of which is in accord with every other part."

This latter definition implies that a philosophy is much more than an opinion, and the second criterion of the field of knowledge implies that the field of physical education must possess certain identifiable characteristics that distinguish it from other areas. Physical education, of course, deals with the teaching of those physical activities closely associated with athletic or game performance. These activities are taught for the purpose of developing skill in a particular activity. From research performed in the area, we have information on the various methods of developing certain physical aspects that will enhance performance in these activities as well as performance in the activities of daily life. For instance, strength is a requisite for the performance of most activities, and a person may not perform well if he lacks this strength. Flexibility or range of motion is a requisite for many activities, and without it, the skill may not be performed properly as the movement required for the skill may be restricted. Here again he may need special work. An activity may not be properly engaged in if the person is readily subject to fatigue which restricts his participation, feeling for, or desire to participate, and proper performance of an activity. The development of endurance then, would be a goal to eliminate the above. Symmetry, or the equating of muscular development which is related to proper body mechanics and posture are factors to be stressed in the proper teaching of activity skill. Physical education has its primary function in the educational system, and this system is centered around the learning process. Harmon has stated that vision is a dynamic process involving the entire body system, and that the most important factor in learning is proper posture, which is in turn related to symmetry of development. Delacato, Frostig, and Kephart relate the teaching of activity skills to the improvement of speech and learning. Oliver and Leighton have demonstrated relationship of mental performance to the improvement of physical skill and physical fitness.

Physical skill involves the physical components of coordination, balance, and speed, or quickness of movement. These are acquired through the teaching and subsequent development of skill, at least inasmuch as they pertain to the performance of that particular activity, or are of a related nature; the elements of transfer being the factors here.

Other factors, of course, enter into the picture. Factors such as enjoyment. Thorndike tells us that a person tends to repeat an experience from which he gains satisfaction, and that he gains satisfaction from an act that he performs well; that he does well in those activities in proportion to the skill he has developed; that he possesses skill in those activities in which he devoted considerable practice. Therefore, the teaching and development of skill will bring pleasure to the individual in terms of a skilled performance. The possession of such skill has meaning for carry over or lifetime value in terms of repeated activity performance; i.e., he will tend to continue performances in these activities in which he has had considerable practice and in which he is skilled.

The factor of cooperation is one that assumes importance in a team activity, that is, when each individual is called upon to perform his particular skill in unison with every other player on the team, so that the end results can become a successfully completed act. This cooperation requires skilled performance on the part of each team member. The success of the effort is dependent upon this.

The physical educator, as every other teacher, is, or should be, interested in the development of the total individual. There are many social and personal aspects that enter into this area. However, these are factors that are not inherent in the field itself, and participation in the program, per se, will not develop them. Such factors as sportsmanship, personal integrity, self discipline, and so on, come more from how a subject is taught, or how the teacher displays them, rather than from anything within the discipline itself. They are, of course, important, but are factors of teacher influence rather than subject content.

With the above as a background, the philosophy of physical education concerns the teaching of the content of the discipline with emphasis upon learning of related skills and knowledges to the extent that competent performance may be expected, and utilizing activities that will enhance the development of the fitness aspects required in the skill and which may be continued on for the benefit of related health factors. The instructor's teaching of the discipline should demonstrate through his or her teaching technique and example, those personal and social values in keeping the mores of society.

The above philosophy permeates all programs offered within the department but relates most specifically to the service or physical activity program which courses serve as electives in the general education requirement of the College. Those courses offered in this area place emphasis on conditioning, individual and dual participation, esthetic expression, outdoor activities that utilize the natural resources of the area and develop appreciation and respect for the wonders of nature that exist in the State of Washington. Courses in this latter area include such activities as backpacking, hiking, canoeing, river rafting, sailing, bicycling, etc.

In the professional preparation area, it is the purpose of the department to provide programs of courses and expertise of instruction that will qualify graduating students to assume positions as secondary school physical education instructors, elementary physical education instructors, gymnastics and dance specialists, health education instructors, athletic trainers, coaches of major and minor sports, specialists in teaching physical education to the handicapped, corrective therapy specialists, specialists in public recreation with youth serving agencies, therapeutic recreation specialists, specialists in recreation and park management, commercial recreation, and outdoor recreation specialists.

In the area of athletics, the philosophy of the department is carried through with a greater emphasis on perfecting the various aspects mentioned with the purpose of preparing an individual who will be able to better cope with stressful situations, be a better prepared professional to enter the field of teaching and coaching, and will develop into an individual, and subsequently a team that will favorably present the College and its offerings to the public.

All of the above represent an aspect of the total education process stressed by the College of which health, physical education, recreation and athletics is but one, although a very important, part. It works together with the other areas of the College to present the students a total education preparation in the specialty of his choosing.

Music

From the percentage of funds to be controlled by the Athletic Board an "adequate" budget should be provided the Office of Bands for travel, recruiting and operations. "Adequate" is defined as an amount of money commensurate to the expectations of the Athletic Department for Marching and Pep Band.

100 Piece Marching Band for five home football games. (\$20 per game per person.)	\$10,000
25 Piece Pep Band for ten home basketball games. (\$20 per person per game.)	2,500
Operation funds for Marching and Pep Bands. (Special music, props, instrument purchase and repair, etc.)	5,000
Travel to one away game (Tacoma or Bellingham) with probable performance at Seahawks game.	5,000
Symphonic Band	6,000
Jazz Ensemble	4,500
Percussion Ensemble	4,500
	<u>\$37,500</u>

Rationale

The Administration and the Athletic Department four years ago requested of the Music Department that marching and pep bands be provided for home football and basketball games. These services have been provided without adequate budget. Funding has been accomplished by diluting the budgets of the Symphonic Band and Jazz Ensemble; adequate numbers of participants have been recruited through "persuasiveness" of the directors and "co-operation" of the students.

Generally speaking, the serious music student has tired of performing for athletic events before attending college. An incentive is needed to make worthwhile to these individuals their continued performance at ball games. The abilities of these serious musicians is vital to the musical quality of any college band.

To augment the number of serious musicians available and, through proper incentive, willing to play for games there is need for additional personnel to be recruited from the general student body; persons who for various reasons have stopped performing but would, offered incentive, perform with one of the bands.

Rationale (continued)

The operational funds requested are for purchase of items directly related to marching bands--sousaphones, special rather than commercial arrangements, etc.

Travel by the bands is vital to the impact on the public towards which expenditure of institutional funds by the athletic department is aimed. A performance by Eastern's band at a Seahawks game would certainly enhance our image.

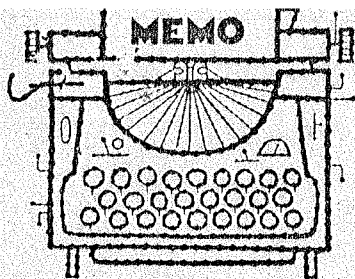
The requests for the Symphonic Bands and the Jazz and Percussion Ensembles is to insure the continuation and, ultimately the expansion, of programs which attract those serious musicians mentioned in paragraph two. These programs are curricular.

Budget Computation

Funding on a continuing basis is vital to planning of prorams and guaranteeing their being offered over a period of years. Toward this end it is suggested that the \$37,500 requested be computed as a percentage of the combined operational budgets of intercollegiate football and men's intercollegiate basketball (eliminated from such computation would be occasional, large expenditures like the purchase of all new uniforms). This suggestion is predicated on the assumption that travel and equipment costs will be more or less consistent between athletics and music. The Athletic Board, in its annual deliberations on budget, would have a workable figure on which to base their judgements concerning one of the important support programs of football and basketball.

If any athletic contest is to be designated a home game and is to be played off campus, funding for the band travel to the site so designated should be automatically computed and transferred to the Office of Bands.

Finally, if the number of home games is changed, the amount of money paid to band members should be changed accordingly. This would include, also, any request for any other additional performance: a pep rally, for example.



Eastern Washington State College

To: Ad Hoc Committee on Intercollegiate Athletics, Fred Johns Chairman

From: Niel T. Zimmerman, Department of Government *NJ*

Date: April 4, 1977

Subject: Proposal on Changes in Athletic Program

I should like to make a recommendation concerning the general philosophy and direction of the athletic program at Eastern. First, let me make clear that I see athletics generally as something to be encouraged insofar as it includes as large a segment of the student population as possible. In this regard the intramural and instructional programs are perhaps the most important aspects of the whole area of athletics. These areas were perhaps outside the area of concern of the committee. At least, I do not see concern for them expressed in your proposals.

In regard to intercollegiate athletics I would also like to make clear that I view these activities as essentially a part of the college budget related to public relations and only marginally related to any instructional or educational program. It cannot seriously be contended that we are preparing students for careers as professional athletes. To the extent that we are preparing students for careers as coaches or trainers I am certain the training could be accomplished without the extensive trappings associated with intercollegiate athletics.

This is not to suggest that the intercollegiate athletic program be scrapped altogether. Rather, it seems appropriate to examine this area in the context of the values which it serves. It is an excellent avenue for providing entertainment for fairly large numbers of people. It is also an excellent avenue for securing better public relations and public recognition as an institution. From this perspective then let me suggest that it would be more appropriate for Eastern to utilize at least one element of our overall athletic program as an "attention-getter." Given the nature and size of the institution and the funds which would be available, the obvious area of opportunity is basketball. Certainly we cannot hope to compete in any widely recognized fashion in a sport such as football. We have the facilities and could reallocate the resources for a highly competitive basketball team. The obvious area for reallocation is football. I would, therefore, suggest simply that football be dropped from the intercollegiate sports program at Eastern, and that the funds allocated to that sport be reallocated to a basketball program.

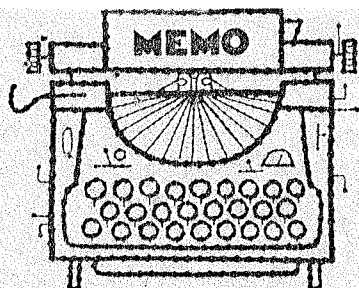
I am not suggesting that the transition would be an easy one or that we would immediately become a major power. However, a focus on basketball would

Ad Hoc Committee on
Intercollegiate Athletics
April 4, 1977
Page Two

certainly gain us some local and regional attention and would provide some natural rivalries with Gonzaga University to our local advantage.

The committee has perhaps already considered my suggested change. However, I would encourage the committee to rethink its position. You seem to have spread already limited resources rather thinly across a multitude of sports. In terms of a public relations rationale this makes very little sense.

NTZ/jb



Eastern Washington State College

To: Fred Johns, Chairman, Athletic Study Committee

From: Donald C. Wall, English Dept. (Cheney Area Coordinator, Spokane Junior Soccer; Youth Soccer Referee; Advisor, EWSC Soccer Club)

Date: March 18, 1977

Subject: Soccer

As your committee considers long-range plans for athletics at EWSC, I hope you will include soccer in your plans. I should just like to mention a few points which I think are pertinent to any such consideration.

First, soccer is an inexpensive sport. A whole team could probably be uniformed for what it now costs to equip two football players. Each soccer player needs a jersey, shorts, socks, and shinguards--and that's all. (Soccer players buy their own boots.) One coach is all a team needs, unlike football. Insurance rates should be low and claims few, as there are few injuries in soccer, and rarely any serious ones.

The expense for travel would be low, as sufficient competition for a team already exists in the area. Gonzaga, Spokane Falls, Whitworth, Central, and WSU already have teams (as does Eastern).

The cost of a playing field should be minuscule. The upper practice field would serve nicely. Goals can be made for about \$150, a set of good nylon nets costs about \$100. The field could be laid out and marked in a day's time.

There are usually 16 players on a team (eleven starters, 5 subs.), and the college already has many good ones, both foreign students and U.S. students. No recruiting is necessary.

Because of its constant action, and because of the phenomenal growth of the sport's popularity in the Spokane area, soccer is a fine spectator sport. The number of people playing and watching is growing all the time.

I would be happy to document any of these statements and expand upon them, should you and your committee so desire. In any case, I hope you *will give serious consideration to establishing soccer as a varsity sport here at Eastern.* For the past two years, Eastern has had a club team; it could be changed to a varsity sport in no time.

DCW:df
cc: Jeremy Anderson, Geography Dept.

ATHLETIC PRIORITIES

Criteria

1. Student interest
 - a. Number of participants
 - b. Number of spectators
2. Need in terms of professional preparation
3. Public relations (image, national reputation, newspaper coverage)
4. Cost

RANK

Men's Program

1. Football
2. Basketball
3. Track & Field
4. Wrestling
5. Baseball
6. Golf
7. Tennis
8. Gymnastics
9. Cross Country
10. Swimming

Women's Program

1. Basketball
2. Volleyball
3. Gymnastics
4. Dance
5. Track & Field
6. Cross Country
7. Tennis
8. Golf
9. Swimming
10. Softball

PROPOSED ATHLETIC BUDGET

	<u>1976-1977 BUDGETED</u>	<u>1977-78 PROPOSED</u>
From Services and Activities Fees		\$129,913 *
General Athletics	\$ 32,110	Allocations to specific budgets to be determined by Athletic Policy Board <u>29, 550</u>
Men's Athletics	55,662	
Women's Athletics	21,866	
Financial Aid	<u>0</u>	
Total From S & A Fees	\$109,638	\$ 159,463
From Program 1 (Instruction)		
Coaches Salaries	80,022	99,720 **
Trainer Salary	9,000	9,000
Part-time Wages	2,400	3,000
Goods and Services	900	1,300
Travel	4,700	8,500
Staff Benefits	<u>14,600</u>	<u>16,500</u>
Total From Program 01	\$111,662	\$138,020
From Program 08 (Institutional Support)		
Athletic Director Salary	19,556	19,556
Secretary Salary (1/2 time)	3,516	3,516
Administrative Assistant Salary	0	10,870
Staff Benefits	<u>3,700</u>	<u>5,400</u>
Total From Program 08	\$26,772	\$39,342
Total, All Funds	<u>\$248,032</u>	<u>\$ 336,825</u>

* To include sports physician retainer, national travel of teams and coaches, and recruiting travel.

** Increase of 1.6 FTE.

*Check with John
did we plan to add
Coaches travel*



CONFIDENTIAL

STUDENT'S INFORMATION

Name of Student			Sex	Date of Birth	Age	Social Security Number	Year in College	Marital Status	Family Members	Dependency Status	Unusual Conditions	Revision	Date Printed	CSS Identification Number	CSS Code
Last	First	M.I.													
[REDACTED]	[REDACTED]	[REDACTED]	M	11/20/51	25	[REDACTED]	5	2	2	1			03-25	Q6904627203	4301

COMPUTATION OF STUDENT'S AVAILABLE INCOME

Taxable Income	U.S. Income Tax	F.I.C.A. Tax	Total Taxes	Taxable Income after Taxes	Nontaxable Income				Student's Available Income (1)
					Social Security Benefits	Veterans Educational Benefits	Assistance From Student's Parents	Other Nontaxable Income and Benefits	
1800	0	105	105	1695	0	0	0	0	1695

COMPUTATION OF STUDENT'S CONTRIBUTION FROM ASSETS

Cash and Bank Accounts	Home Equity	Investments and Other Real Estate Equity	Adjusted Business or Farm Net Worth	Total Assets	Other Debts Outstanding	Net Worth	Asset Protection Allowance	Discretionary Net Worth	Conversion %	Student's Contribution From Assets
2300	0	0	0	2300	150	2300 2150	0	2300 2150	35	603 564

COMPUTATION OF PARENTS' AVAILABLE INCOME

Taxable and Nontaxable Income	Social Security Adjustment	Total Income	U.S. Income Tax	F.I.C.A. Tax	State and Other Taxes	Medical-Dental Expenses	Casualty or Theft Loss(es)	Employment Allowance	Minimum Standard Allowance	Total Allowance	Parents' Available Income
12138	0	12138	800	558	971	510	0	339	7710	10888	1250

COMPUTATION OF INCOME SUPPLEMENT FROM PARENTS' ASSETS

Home Equity	Other Real Estate Equity	Investments Equity	Adjusted Business or Farm Net Worth	Cash and Bank Accounts	Total Assets	Other Debts Outstanding	Net Worth	Asset Protection Allowance	Discretionary Net Worth	Conv. %	Income Supplement
14000	13000	6000	0	10000	43000	0	43000	12090	30910	12	3709

PARENTS' INFORMATION

COMPUTATION OF PARENTS' CONTRIBUTION

Family Members	Family Members in College	Family Statust	Unusual Conditions	Avail. Income and Income Supplement	Parents' Share of Student's Soc. Sec. Benefits	Adjusted Available Income	Total Parents' Contribution	Adjustment for Family Members in College %	Parents' Contribution from Income	Parents' Contribution from Assets	Parents' Contribution for Student
4	1	1	E	4959	0	4959	1110	100	275	835	1110

STUDENT'S EXPENSE BUDGETS AND ESTIMATES OF FINANCIAL NEED

ESTIMATED BASIC GRANT

Budget Type	Duration of Budget	Expense Budget			Student's Contribution			Parents' Contribution	Total Family Contribution	Estimated Financial Need	Index = 3122
		Tuition, Fees, Books & Supplies	Living Expenses	Total Expenses	Available Income	Contribution From Assets	Summer Savings				
Institutional 1	9	747	3210	3957	1695	564	354		2613	1344	ELIGIBILITY INELIGIBLE BASED ON SCHOOL YEAR
Institutional 2	9	747	4175	4922	1695	564	36		2295	2627	
Institutional 3	12				3108	752	0		3860		
Institutional Adjustments											

FINANCIAL AID PACKAGING

Budget Type	Estimated Basic Grant Award	Estimated State Award	Fund 1	Fund 2	Fund 3	Remaining Need
Institutional 1						
Institutional 2						
Institutional 3						
Institutional Adjustments						

- (1) Student's "Available Income" for dependent students includes items from "Nontaxable Income" only.
(2) Computation for self-supporting students on 12-month basis. Multiplied by .75 if 9-month budget used.

NOTE: See the back of this form for additional footnotes.

Academic Year 1977-78

Read instructions carefully as you complete this form.

Use 71 to explain all circled items.

USE BLACK OR DARK INK; DO NOT USE PENCIL.

of institutions and programs entered in item 72

- If you wish to receive a copy of the Report to FAF Filer, check here and add \$1 to the amount checked above. ☐ \$1.00
- Mail this FAF with check or money order for appropriate amount to the CSS.

2 ☐ \$5.50 5 ☐ \$10
3 ☐ \$7.00 6 ☐ \$11

MAR 16 1977

1 STUDENT'S NAME STUDENT'S LAST NAME STUDENT'S FIRST NAME MID INIT	ROBERT D	2 STUDENT'S DATE OF BIRTH MONTH DAY YEAR	11 2 051	3 SEX 1 <input checked="" type="checkbox"/> M 2 <input type="checkbox"/> F	4 STUDENT'S SOCIAL SECURITY NUMBER	5 STUDENT'S STATE OF LEGAL RESIDENCE (Use Postal Service abbreviation. See page 1)	6 STUDENT'S MARITAL STATUS (Check only one box) Unmarried <input type="checkbox"/> 1 Married <input checked="" type="checkbox"/> 2 Separated <input type="checkbox"/> 3 Date of marriage: 1/12/76	7 IS STUDENT a U.S. citizen? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> a permanent resident of the U.S. or trust territory? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5 STUDENT'S PERMANENT MAILING ADDRESS CITY STATE ABBREVIATION ZIP CODE	SPOKANE WA 99206	9 Did (or will) student live with parents or guardian for more than two consecutive weeks during 1976? Yes <input type="checkbox"/> 1 No <input checked="" type="checkbox"/> 2 1977? Yes <input type="checkbox"/> 1 No <input checked="" type="checkbox"/> 2 1978? Yes <input type="checkbox"/> 1 No <input checked="" type="checkbox"/> 2	10 Was (or will) student (or listed as an exemption on parents' or guardian's U.S. income tax return for 1976? Yes <input type="checkbox"/> 1 No <input checked="" type="checkbox"/> 2 1977? Yes <input type="checkbox"/> 1 No <input checked="" type="checkbox"/> 2 1978? Yes <input type="checkbox"/> 1 No <input checked="" type="checkbox"/> 2	11 Did (or will) student receive financial assistance of \$600 or more from parents or guardian during 1976? Yes <input type="checkbox"/> 1 No <input checked="" type="checkbox"/> 2 1977? Yes <input type="checkbox"/> 1 No <input checked="" type="checkbox"/> 2 1978? Yes <input type="checkbox"/> 1 No <input checked="" type="checkbox"/> 2	12 Are both parents (or guardian) deceased? No <input checked="" type="checkbox"/> 1 Yes <input type="checkbox"/> 2			

13A NAME HOME ADDRESS OCCUPATION/EMPLOYER SOCIAL SECURITY NUMBER	AGE 49 Custodian 2 5193047411	13B NAME HOME ADDRESS OCCUPATION/EMPLOYER SOCIAL SECURITY NUMBER	AGE 50 School aid 2 557360025
---	--	---	--

Enter yearly amounts in boxes only.	Total 1975	Total 1976	Estimated 1977
14 TAXABLE INCOME BEFORE DEDUCTIONS			
A Wages, salaries, tips, and other compensation			
1 Father, stepfather, or male guardian	7649	8874	10,000
2 Mother, stepmother, or female guardian	0	679	500
B Dividends	818	500	500
C Interest income	680	485	500
(D) Taxable income other than wages, dividends, and interest (Itemize and give dollar amounts in 71)	0	1600	1600
15 Add 14A, 14B, 14C, and 14D	9147	12138	13100
(16) ADJUSTMENTS TO INCOME such as "sick pay," moving expenses, etc. (Itemize and give dollar amounts in 71)	0	1500	0
17 Subtract 16 from 15 for adjusted gross income	9147	10638	13100
18 NONTAXABLE INCOME (See instructions)			
A Social security benefits	0	0	0
(B) Other nontaxable income (veterans benefits, child support, welfare, etc. Itemize and give dollar amounts in 71)	0	1500	0
19 TOTAL INCOME (Add 17, 18A, and 18B)	9147	10638	13100
20 U.S. INCOME TAX PAID (See instructions. Do not include any tax overpaid)		800	400
(21) IRS ITEMIZED DEDUCTIONS (See instructions. Itemize and give dollar amounts in 71)		1436	1400
(22) MEDICAL AND DENTAL EXPENSES NOT COVERED BY INSURANCE (See instructions. Itemize and give dollar amounts in 71)		874	900
(23) CASUALTY OR THEFT LOSSES (See instructions. Itemize and give dollar amounts in 71)		0	0
24 ENTER TOTAL AMOUNT OF UNREIMBURSED ELEMENTARY OR SECONDARY SCHOOL TUITION AND FEES FOR DEPENDENT CHILDREN IN 1977-78			0

Enter information in boxes only.	Estimate of Present Market Value	Unpaid Mortgage Principal or Debts
25 HOME IF OWNED OR BEING PURCHASED		
YEAR PURCHASED 1953 PURCHASE PRICE \$9000	14,000	0
(26) OTHER REAL ESTATE (Describe in 71)	13,000	0
(27) INVESTMENTS (STOCKS, BONDS, AND OTHER SECURITIES) (Itemize and give dollar amounts in 71)	6,000	0
28 BUSINESS, if owned percent of ownership 0%	0	0
29 FARM, if owned percent of ownership 0%	0	0
30 CASH SAVINGS, AND CHECKING ACCOUNTS	10,000	10,000
(31) OTHER DEBTS OUTSTANDING (Do not include any debts entered above. See instructions. Itemize, state purpose, and give dollar amounts in 71)	0	0

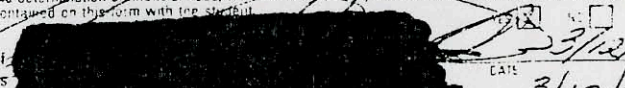
32 PARENTS' CURRENT MARITAL STATUS (Check only one box)	1 <input checked="" type="checkbox"/> Married 2 <input type="checkbox"/> Separated	3 <input type="checkbox"/> Divorced 4 <input type="checkbox"/> Mother living, father deceased	5 <input type="checkbox"/> Father living, mother deceased 6 <input type="checkbox"/> Other (Explain in 71)		
33 HAVE YOU FILED YOUR 1976 U.S. INCOME TAX RETURN?	Yes <input type="checkbox"/> 1 No <input checked="" type="checkbox"/> 2				
34 TOTAL NUMBER OF EXEMPTIONS claimed or to be claimed on parents' 1976 U.S. income tax return. (Enter zero if you are not required to file a 1976 return.)	1976 4				
35 TOTAL SIZE OF PARENTS' HOUSEHOLD. (Include the student named on this form if a member of parents' household; parents, other dependent children, other dependents; do not leave blank and do not enter zero; list all children and other dependents by name in 39.)	3				
36 IF STUDENT APPLICANT IS NOT INCLUDED IN 35, CHECK HERE					
37 NUMBER IN COLLEGE. How many persons in item 35 (include the student named on this form if entered in 35) will be in college or other post-high-school educational institutions at least half-time during 1977-78? (Do not leave blank and do not enter zero)	1977-78 1				
38 IF STUDENT APPLICANT IS NOT INCLUDED IN 37, CHECK HERE					
39 PROVIDE BELOW INFORMATION FOR ALL CHILDREN AND OTHER DEPENDENTS YOU ENTERED IN 35					
A Name (If you need additional space, use 71.)	B Age	C Name of institution to be attended in 1977-78	D Year in school or college in 1977-78	E Tuition and fees	F FAF status
1 STUDENT APPLICANT	25	SAME AS ITEM 72	grad.	\$600	yes
2 Richard	22		grad.	\$0	no
3					
4					

(To be completed by parent or guardian who has filed this FAF)

40 A OTHER PARENT'S NAME	HOME ADDRESS	OCCUPATION/EMPLOYER
B Date of divorce or separation	MONTH YEAR	If separated but no court action, check here <input type="checkbox"/>
C Amount of monthly child support received for all children	\$	D According to court order, when will this support end? MONTH YEAR
E Is there any agreement specifying a contribution for student's education?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much per year? \$
If there are special circumstances, check here <input type="checkbox"/> and explain in 71.		

We declare that the responses to items 9, 10, and 11 and parents' information, if provided, are true, correct and complete. If parents' information has been provided, we authorize the use of this form by the CSS as described on the cover of the FAF. We further authorize the CSS to transmit the information on this form to federal and state student aid programs for the purpose of assisting the student in being considered for other financial aid. We agree that, to verify parents' information reported in this form, we will on request provide to the CSS or any of the named recipients a certified photocopy of our latest state or U.S. income tax return. We further agree to provide, if requested, all other official documentation necessary to verify the information reported.

To assist in the determination of financial need, we authorize the recipients named in item 72 to discuss the parent information contained on this form with the student.

Signature of both parents (or guardian)  DATE 3/12/77

PARENTS' CERTIFICATION AND AUTHORIZATION SHOULD BE SIGNED

Attachment G

Enter information in boxes only. Do not enter monthly amounts.	Calendar Year 1976	Summer 1977 3 months	Estimated Academic Year 1977-78 9 months
41 Student's wages, salaries, tips, etc. (before taxes and deductions) Do not include work-study earnings	\$ 8436	\$ 1500	\$ 0
42 Spouse's wages, salaries, tips, etc. (before taxes and deductions)	\$ 2159	\$ 0	\$ 1800
43 Other taxable income (dividends, interest, etc. Itemize and give dollar amounts in 71.)	\$ 107	\$ 0	\$ 0
44 Adjusted gross income (See instructions.) Do not include work-study earnings	\$ 10702	1500	1800
45 Financial assistance from student's parents	\$ 0	\$ 0	\$ 0
46 Financial assistance from spouse's parents	\$ 0	\$ 0	\$ 0
47 Grants, scholarships, educational loans, work-study (Itemize and give source and dollar amounts in 71. Include only aid actually awarded)	\$ 0	\$ 0	\$ 0
48 Social security benefits	\$ 0	\$ 0	\$ 0
49 Veterans GI Bill educational benefits	\$ 0	\$ 0	\$ 0
50 Other nontaxable income and benefits (child support, welfare, etc. See instructions, itemize, and give dollar amounts in 71.)	\$ 0	\$ 0	\$ 0
51 TOTAL RESOURCES (Add 41-43 and 45-50)	\$ 10702	\$ 1500	\$ 1800
52 U.S. INCOME TAX PAID (See instructions.) Do not include any tax overpaid	\$ 1046	\$ 217	\$ 262
53 MEDICAL AND DENTAL EXPENSES NOT COVERED BY INSURANCE (See instructions, itemize, and give dollar amounts in 71.)	\$ 150	\$ 40	\$ 120
54 CASUALTY OR THEFT LOSS(ES) (See instructions, itemize, and give dollar amounts in 71.)	\$ 0	\$ 0	\$ 0
55 ENTER TOTAL AMOUNT OF UNREIMBURSED ELEMENTARY OR SECONDARY SCHOOL TUITION AND FEES FOR CHILDREN DEPENDENT ON STUDENT IN 1977-78			\$ 0

56 CASH, SAVINGS, AND CHECKING ACCOUNTS AS OF JUNE 1, 1977	\$ 2300								
57 HOME, IF OWNED OR BEING PURCHASED	<table border="1"> <thead> <tr> <th>YEAR PURCHASED</th> <th>PERCENT OF OWNERSHIP</th> <th>ESTIMATE OF PRESENT MARKET VALUE</th> <th>UNPAID MORTGAGE PRINCIPAL OR DEBTS</th> </tr> </thead> <tbody> <tr> <td>19</td> <td>0%</td> <td>\$ 0</td> <td>\$ 0</td> </tr> </tbody> </table>	YEAR PURCHASED	PERCENT OF OWNERSHIP	ESTIMATE OF PRESENT MARKET VALUE	UNPAID MORTGAGE PRINCIPAL OR DEBTS	19	0%	\$ 0	\$ 0
YEAR PURCHASED	PERCENT OF OWNERSHIP	ESTIMATE OF PRESENT MARKET VALUE	UNPAID MORTGAGE PRINCIPAL OR DEBTS						
19	0%	\$ 0	\$ 0						
58 INVESTMENTS (STOCKS, BONDS, AND OTHER SECURITIES) AND OTHER REAL ESTATE (Describe in 71.)	\$ 0								
59 BUSINESS, percent of ownership	0%								
60 FARM, percent of ownership	0%								
61 OTHER DEBTS OUTSTANDING (Do not include any debts entered above. See instructions, itemize, state purpose, and give dollar amounts in 71.)	\$ 150								

62 TOTAL NUMBER OF EXEMPTIONS claimed or to be claimed on student's (and spouse's) 1976 U.S. income tax return (Enter zero if you are not required to file a 1976 return.)	1976	2			
63 TOTAL SIZE OF STUDENT'S HOUSEHOLD (Include only the student named on this form and others dependent on the student such as spouse, dependent children, other dependents; do not leave blank and do not enter zero; list all children and other dependents by name in 67.)		2			
64 NUMBER IN COLLEGE. How many persons in item 63 (include the student named on this form) will be in college or other post-high-school educational institutions at least half-time during 1977-78? (Do not leave blank and do not enter zero.)	1977-78	1			
65 STUDENT'S - Occupation: teacher Employer: [redacted]	66 SPOUSE'S - Name: [redacted] Occupation: housewife				
F. PROVIDE NAMES AND AGES OF CHILDREN AND OTHER DEPENDENTS ENTERED IN 63					
NAME	AGE	NAME	AGE	NAME	AGE

I (We) declare that the information reported is true, correct, and complete. I (We) authorize the use of this form by the CSS as described on the cover of the FAF. I (We) further authorize the CSS to transmit the information on this form to federal and state student aid programs for the purpose of assisting the student in being considered for other financial aid. I (We) agree that, to verify information reported in this form, I (We) will, on request, provide to the CSS or any of the named recipients an official photostatic copy of my (our) latest state or U.S. income tax return. I (We) further agree to provide, if requested, any other official documentation necessary to verify information reported.

Signature(s) of student (and spouse): [redacted] 3/13/77

WARNING: If this form is to be used in the process of establishing eligibility for federal student aid funds, you should know that intentionally false statements or misrepresentation may subject the filer to a fine or imprisonment.

Student's year in college or post-high-school institution during 1977-78	FIRST (freshman)	SECOND (sophomore)	THIRD (junior)	FOURTH OR FIFTH (undergraduate)	GRADUATE / PROFESSIONAL
58	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input checked="" type="checkbox"/>
69 Name of institution spouse will attend during 1977-78					
Check here if financial aid applicant: <input type="checkbox"/>					
70 For what academic period(s) in 1977-78 does the student want financial assistance?					
(Check all boxes that apply.)					
1 <input type="checkbox"/> Summer term, 1977		3 <input checked="" type="checkbox"/> Winter term, 1977-78		5 <input type="checkbox"/> Summer term, 1978	
2 <input checked="" type="checkbox"/> Fall term, 1977		4 <input checked="" type="checkbox"/> Spring term, 1978		6 <input type="checkbox"/> Other (Describe in 71)	

71 Students intending to enroll as undergraduates in any participating postsecondary educational institution in the State of Washington, and who are legal residents of the state, must answer the following questions to be considered for State Need Grant nomination.

A. How long have you been a legal resident of the State of Washington? 25 Years 0 Months

B. What is your place of intended residence while in college?

1 ☐ on-campus 2 ☒ off-campus 3 ☐ parents' home

C. Do you intend to enroll in a minimum of 12 credit hours per term for the equivalent for the 1977-78 academic year? YES ☒ NO ☐

If you are an emancipated or self-supporting student, can you answer "NO" to items 9, 10, and 11, dating back to January 1972? If not, the Parents' Information section on the opposite page must be completed.

Use this space to explain all circled items and any unusual circumstances. Give particular attention to expenses for housing, food, transportation, child care, taxes, etc., which you consider extraordinary. If more space is needed, attach additional sheets of paper.

(14d.) \$1600 - Rent

(16.) \$1500 - sick pay

(21.) Insurance - 35⁰⁰
" - 44⁰⁰
Prop tax 285
" " 300
Water 35
Plumbing 45
Trash Disp 18
Janitorial 150
Trans. 120
Sales Tax 40
Big Permit 20
Plumb. Perm. 15
Pest Control 5
Union Dues 103
Tax Prep. 24
Misc. 150
Excise Tax 17
\$1406

(22) Dental - 304
Medical - 570
\$874

(26) House Rental - \$13,000

(27) Bank Bond - \$6000

(31) Used car - \$3000

(43) savings interest - \$107

(53) Medical - 150
Dental - 0
\$150

72 Enter complete names, addresses, and CSS code numbers (if known) of the institutions and programs to which copies of this FAF are to be sent. Do not list an institution or program more than once. If you are unable to obtain a code number, leave the CSS code number box blank.			
NAME	CITY	STATE	CSS CODE NO.
Eastern Wash. State Coll.	Cheney	Wa.	4301

Information for Washington residents will automatically be

PENCE UNION BUILDING

	<u>ACTUAL</u>	<u>ESTIMATE</u>	<u>BUDGET</u>
	1975-76	1976-77	1977-78
Food Service	12,349	11,900	7,124
Games Room	-0-	200	300
Maintenance	(58,398)	(58,026)	(58,747)
Vending	7,252	5,700	7,000
Information Desk	717	(775)	(1,047)
Administration	(33,052)	(32,708)	(39,338)
Post Office	(1,476)	(2,165)	(3,293)
Programming	(505)	(19,000)	(25,368)
<u>Other Income:</u>			
Check Service Charge	3,318	3,300	3,250
Barber Shop	3,007	2,263	2,460
Room Rental	2,042	3,045	1,500
House Of Travel	1,260	1,260	-0-
Student Fees	77,202	92,697	107,000
Work Study	<u>1,277</u>	<u>-0-</u>	<u>-0-</u>
Total:	<u>14,993</u>	<u>7,691</u>	<u>841</u>

PENCE UNION BUILDING

Operating Budget

1977 - 1978

	<u>Food Service</u>	<u>Maintenance</u>	<u>Information Desk</u>	<u>Administration</u>	<u>Post Office</u>	<u>Barber Shop</u>	<u>Programming</u>
INCOME:							
Sales	\$180,000.00		\$50,000.00		\$ 400.00		\$ 7,000.00
COST OF GOODS	(50%) 90,000.00		(75%) 37,500.00				
GROSS PROFIT	\$ 90,000.00		\$12,500.00		\$ 400.00	\$2,700.00	\$ 7,000.00
OPERATING EXPENSES:							
Salaries	43,151.00	20,536.00	7,095.00	23,023.00			
Wages	25,082.00	16,450.00	4,381.00	2,181.00	2,957.00		2,656.00
Payroll Tax Expenses	11,193.00	5,541.00	1,841.00	5,009.00	236.00		212.00
Operational Supplies	3,150.00	6,620.00			350.00		27,500.00
Building Equipment & Repair			225.00	1,400.00		225.00	
Personal Services (CPA)				3,400.00			
Insurance				3,350.00			
Dues				225.00			
Licenses	100.00		5.00			15.00	
Miscellaneous				300.00			
Advertising	200.00						2,000.00
Office Supplies				450.00			
Meter Rental					150.00		
Physical Plant Recharges		16,400.00					
TOTAL OPERATING EXPENSES	\$ 82,876.00	\$65,547.00	\$13,547.00	\$39,338.00	\$3,693.00	\$ 240.00	\$32,368.00
PROFIT (LOSS)	\$ 7,124.00	(\$65,547.00)	(\$ 1,047.00)	(\$39,338.00)	(\$3,293.00)	\$2,460.00	(\$25,368.00)
OTHER INCOME:							
Travel Agency	\$ 1,260.00				Total Income	\$134,593.00	
Service Charge	3,250.00				Total Expense	134,593.00	
Room Rental & Miscellaneous	1,500.00						
Games Room	300.00				GROSS PROFIT	\$ 0.00	
Vending	7,000.00						
Student Fees							
P.U.B. Operations	\$86,331.00						
Programming	25,368.00						
Total Fees	111,699.00						

Agenda

Budget & Finance Committee
Board of Trustees
Eastern Washington State College

June 16, 1977

- I Services and Activities Budget (Attachment I.)
- II Auxiliary Enterprise Budgets
 - a. Housing & Food Services Systems
 - b. Bookstore
 - c. Pavilion
 - d. Pence Union Building
 - e. Parking (Attachment II.)
- III Service Unit Budgets
 - a. Stores
 - b. Printing
 - c. Motor Pool (Attachment III.)
- IV Operating Budgets (Attachment IV.)
- V Adoption of Certificate to State Treasurer on 1977-78 debt service requirements of tuition bonds (Attachment V.)
- VI Appointment of Treasurer (Chapter 52, Laws of 1977) (Attachment VI .)

Memo to Fred Johns
May 17, 1977
Page 2

- WAC 172-116-330 changes fund structure from general local fund 149 to a service fund.
- WAC 172-116-340 provides for increase in refunds in the annual reserve permit. The premise, as used here, states that no more than one-half of the parking fee can be refunded.

4. Recommended 1977-78 Operating Budget.

Estimated Revenues:

Reserve Annual Parking Revenue	\$ 500	
Annual Parking Revenue	9,300	
Quarterly Parking Revenue	17,000	
Residence Hall Student Parking Revenue	8,000	
Fines	7,000	
Duplicate Decal Sales	500	
Meter Income	<u>9,000</u>	
Total Estimated Income		\$51,300

Estimated Operating Expenses & Improvements:

Salaries and Wages	\$23,000	
Staff benefits	4,200	
Operating Supplies	3,000	
Vehicle Rental	1,200	
Lot Rental	600	
Cashiering Transfers	<u>400</u>	
Total Estimated Operating Expenses		<u>\$32,400</u>

Estimated Net Income	<u>\$18,900</u>
----------------------	-----------------

Disposition of Net Income:

1977-78 Parking Lot Maintenance	\$ 6,000
Apply to cash deficit	12,900
Projected Cash Position, 6/30/78	(\$ 9,300)

Note: Cash deficit results from 1976-77 development of lot 3 (old Fieldhouse site) at an estimated cost of \$25,000.

RAH:kem

cc: Lee Graese
Dick Johnson

Parking

To Fred S. Johns, Vice President for Business and Management
From Russell Hartman, Business Manager *Russ*
Date May 17, 1977
Subject 1977-78 Parking Services Operating Plan

The following recommendations pertain to the operation and maintenance of parking facilities during the 1977-78 fiscal year.

1. Recommended Revision of Parking Fees.

<u>Rate</u>	<u>Present</u>	<u>Recommended</u>
Quarter--Students and Staff	\$5.00 - 7.50	\$10.00
Annual	\$15.00 - 22.50	\$30.00
Reserved Annual	\$45.00	\$70.00
Residence Hall		
(Students--Per Quarter)	*	\$5.00
Conference--Per Week	Free	\$1.00

* Parking is currently included in room and board payment. Students favored \$5.00 fee in Spring Quarter survey by a vote of 415 to 289.

2. Comparable 1976-77 Rates at Other Institutions.

<u>Institution</u>	<u>Student Annual</u>	<u>Staff Annual</u>
EWSC	\$15.00 - 22.50	\$15.00 - 22.50
CWSC	\$20.00	\$20.00
WWSC	\$12.00 - 60.00	\$12.00 - 60.00
UW	\$60.00 - 72.00	\$60.00 - 72.00
WSU	\$35.00	\$45.00 - 60.00

3. Summary of Recommended WAC Revisions--see attached for details.

- WAC 172-116-080 provides for a visitor's decal.
- WAC 172-116-110 gives the Campus Police Chief freedom to make inter-lot reassignments for a fee of \$1.
- WAC 172-116-120 permits EWSC students who attend classes off campus to come to the EWSC campus proper as a visitor.
- WAC 172-116-230 gives the Campus Police Chief the flexibility to allow a person to continue to park or remove his/her vehicle when citations have not been fully satisfied.
- WAC 172-116-250 supports issuing of citations for non-payment of meter fees.
- WAC 172-116-300 equalizes the parking fees and the annual payment for one EWSC campus, not a segmented campus. See proposed rate structure in (1) above.
- WAC 172-116-310 increases class B fines to parallel increase in fee structure. This provides for payment for services, not penalties.

ASSOCIATED STUDENTS
Eastern Washington State College

M E M O

TO: Board of Trustees, Eastern Washington State College
Intercollegiate Athletic Evaluation Committee
Dr. Frederickson, EWSC President
Grant Smith - Chairman, Academic Senate

FROM: A.S.E.W.S.C. Legislature, A.S.E.W.S.C. Executive

SUBJECT: Evaluation of the Athletic Proposal

DATE: May 18, 1977

Attached is an evaluation of the Intercollegiate Athletic Proposal from ASEWSC student government. It is our hope that this will both aid in further evaluation by all concerned and help illustrate the larger dimensions that the athletic proposal involves.

ASSOCIATED STUDENTS
Eastern Washington State College

Student Government

Evaluation of the Intercollegiate Athletic Proposal

May, 1977

ASSOCIATED STUDENTS
Eastern Washington State College

May, 1977

We have studied the report from the Intercollegiate Athletic Evaluation Committee, and in actuality we have been examining the work of the committee from its formation. This evaluation, from the ASEWSC Legislature will address itself to both the specifics of the May 2 report, and the larger philosophic aspects of athletics, shared governance, and the students' role in each.

It is the hope of the ASEWSC Legislature that all concerned members of the college community will address themselves not only to the specifics of the proposal in relation to the athletic program, but also to the broader concepts and issues it involves.

For the ASEWSC Legislature,

A handwritten signature in cursive script that reads "Zack Lueck". The signature is written in dark ink and is positioned above the printed name.

Zack Lueck, Speaker

The following points are those with which the A.S.E.W.S.C. Legislature is in general agreement. The word "general" is used due to the fact that the degree of support varies with each point: certain parts of the proposal we agree with completely and would even urge a stronger statement, while on others we disagree with some aspects.

Affiliation (Women's)

Based on the statement of Peggy Gazette and other members of the committee, we agree with the committee's recommendations.

Affiliation (Men's)

We agree with the recommendations of the committee but are concerned with what division or conference we may become a part of in the future. Any affiliation that may be chosen will certainly affect the entire college community and the specific direction and philosophy of the athletic program.

Program

There are two major questions which must be answered in order to make a responsible judgment on this point of the proposal. First and foremost--what is wrong with our current athletic program? i.e.:

Is it low funding for women's sports?

Is it that we are not competitive in a specific sport?

Or is the problem due to inflation and cutbacks?

If such an evaluation has been made of our existing programs, it has not been included in the proposal or made available to the general college community.

Secondly--What is the direction that our programs are to take?

What will a substantial increase in funds provide or produce that is not in existence now?

We also feel that a stronger statement should be made for the inclusion of soccer as an intercollegiate sport and that a more in depth analysis of women's sports in relation to men's must be taken.

Athletic trainers

We agree with the committee's statement.

Medical Services

As a team doctor would aid the athletes and the trainers we are positively in support of this part of the proposal.

Sports Information Director - Booster Club Coordinator

We concur with the committee's recommendations as Eastern has had excellent teams (i.e., national champion in wrestling, conference champion track, basketball, etc.) and should be well publicized. Hopefully this would not only increase the publicity of E.W.S.C. but also increase revenue through gate receipts, expanded booster club, and donations.

The second part (booster club coordinator) is also a very positive step with involvement increasing with our alumni and the Spokane area.

Training Camp: Housing and Food Services

We feel that lowest possible rates should be provided to all students.

Departmental Oriented Services. (Secretary, Pavilion operations, etc.)

We concur with the committee on the integral relationship between athletics and HPERA, and that more of such costs should be born by a college operational budget.

I.D. CARDS

We concur with the committee. Picture identification would aid all students and faculty.

Student Government has several significant disagreements with the Intercollegiate Athletic Evaluation Committee's report. We will deal with those threefold: the philosophy of athletics, shared governance, and the specifics of the funding concept (including financial aid).

Direction and Purpose

The expressed purpose of this college is to provide broad learning experiences for the individual, specialized areas of study and training, as well as aiding the individual in his preparation for full involvement in society: optimum development of the individual. Certainly physical education is a part of that development; athletics (both intramural and intercollegiate) can play a significant role.

The emphasis, therefore, must be on the maximum benefit of the individual. Athletics should provide development of physical, mental, and cooperative skills in a competitive situation. However, emphasis must be placed on the development of the individual in conjunction with the group, or team, not on competition for its own sake.

Within this framework is now presented our concern with the committee proposal.

First of all, is this evaluation geared toward the development of the person? We believe that this proposal is a direction, however small it may be, toward the professionalism of athletics at Eastern. We do not agree with the philosophy of placing monetary emphasis on any specialized ability in an academic setting when we believe that emphasis should be placed on the maximum development of individuals for their own sake.

In specific relation to the athletic proposal, we disagree with the recommendation to "pay" a student to participate in intercollegiate athletics. Participation should be due to the merits of the program itself: the benefits and development that it provides.

Shared Governance

Students are a very integral part of the college community. To be very simple, without students there would be no college. Relating back to this previous statement, significant participation in the decision making and operation of this institution is in itself a valuable experience and preparation for full participation in our society. The very foundation of our country is based on the concept of democracy and equality. Should not an institution of higher learning reflect this?

Dedication of a set percentage of S & A Fees to any area presents us with several problems. It restricts the elected body from fully representing the students, substantially reducing any measure of student body input into

7
athletic policy. From a fiscal point of view, it restricts flexibility of the budgets and exempts one departmental related activity from the budgetary process required of all other departmental related and Associated Student related budgets.

Student Input and Involvement

Both of the preceding sections culminate here - student involvement. This does not mean simply those directly involved in athletics but also those students provided with truly significant avenues of involvement in many areas--not just actual participation in an event, but also planning and administration. All these areas help to enrich a student's broader understanding of the complexity of this college and the society as a whole.

Funding Considerations

The complexity of the athletic programs require a much broader financial base than can be provided by S & A fees. An expanded program of publicity and a more active and larger booster club would aid in expanding the athletic revenue base. If larger gate receipts can provide an increased share of the athletic budget, less need be demanded from S & A fees which must also help support scores of other programs. We agree with the committee that the college budget should provide operational expenses associated with the functioning of HPERA.

Financial Aid

We oppose earmarking jobs for any area. All students should be treated as equally as financial resources allow, and as dictated by fair competition for jobs available.

This is reflective of the Spring 77 election results in which 78% of the students (out of a sample approximating 1/6 of the student body) voted not to earmark jobs specifically for athletes.

We feel the procedure for giving jobs to students should not be changed in this direction.

Also, we do not agree with giving aid to non-needy athletes specifically for the purpose of encouraging them to participate in sports. By the committee's very definition such recipients of aid are non-needy.

Athletic Policy Board

The committee's recommendation is to give such a board budgetary and policy control of the athletic programs to accomplish college goals.

We have already made our position on "College goals". They must also be student goals, the two are inseparable.

On the specifics of the Athletic Policy Board, we oppose dedication of any percentage to any area for reasons stated earlier in this evaluation. We cannot agree to any proposal which would diminish student involvement and input below the level it is now. However, this does not necessarily mean we disagree with the whole concept of creating a Policy Board. We recommend it be structured along these lines:

1. It should be an all college board
 - a) Faculty members from at least three different academic departments (of which no department should have more than two representatives) approved by the Academic Senate.
 - b) An equal number of students (appointed by the A.S. Legislature from at least three different majors).
 - c) There should also be two representatives who are directly associated with the operation of the athletic program.
2. The board would be responsible for evaluation of the programs, existing and new, such as a proposed soccer team; policy guidelines; etc.
3. The board would be responsible for supervision of the budgets. Upon the allocation by the B.O.T. of funds into the areas of men's, women's, and general athletics (or however the B.O.T. may wish to allocate), the Policy board would be responsible for carrying out the intent of the B.O.T. Also the Policy board should be allowed enough flexibility to distribute the allocated funds into sub-categories (by sport, insurance, etc.) to meet the needs of all programs to the extent it is financially possible and necessary.
4. With this budgeting and policy control the Athletic Policy board would, to a significant extent, have control of the future of individual sports, and the direction of the athletic program.

Dedication of S & A fees to athletics

Our concerns and questions were raised earlier and we cannot agree to this part of the proposal. Our recommendation is that the athletic budget be treated equally with all other departments, subject to the same review, student input, and responsibility for justifying its budget to the entire college community. We also cannot agree to designating a certain portion of S & A fees as gate receipts for the purpose of funding grants in aid.

To Fred S. Johns, Vice President for Business and Management
From Russell Hartman, Business Manager
Date May 17, 1977
Subject 1977-78 Parking Services Operating Plan

The following recommendations pertain to the operation and maintenance of parking facilities during the 1977-78 fiscal year.

1. Recommended Revision of Parking Fees.

<u>Rate</u>	<u>Present</u>	<u>Recommended</u>
Quarter--Students and Staff	\$5.00 - 7.50	\$10.00
Annual	\$15.00 - 22.50	\$30.00
Reserved Annual	\$45.00	\$70.00
Resident Hall		
(Students--Per Quarter)	*	\$5.00
Conference--Per Week	Free	\$1.00

* Parking is currently included in room and board payment. Students favored \$5.00 fee in Spring Quarter survey by a vote of 415 to 289.

2. Comparable 1976-77 Rates at Other Institutions.

<u>Institution</u>	<u>Student Annual</u>	<u>Staff Annual</u>
EWSC	\$15.00 - 22.50	\$15.00 - 22.50
CWSC	\$20.00	\$20.00
WWSC	\$12.00 - 60.00	\$12.00 - 60.00
UW	\$60.00 - 72.00	\$60.00 - 72.00
WSU	\$35.00	\$45.00 - 60.00

3. Summary of Recommended WAC Revisions--see attached for details.

- WAC 172-116-080 provides for a visitor's decal.
- WAC 172-116-110 gives the Campus Police Chief freedom to make inter-lot reassignments for a fee of \$1.
- WAC 172-116-120 permits EWSC students who attend classes off campus to come to the EWSC campus proper as a visitor.
- WAC 172-116-230 gives the Campus Police Chief the flexibility to allow a person to continue to park or remove his/her vehicle when citations have not been fully satisfied.
- WAC 172-116-250 supports issuing of citations for non-payment of meter fees.
- WAC 172-116-300 equalizes the parking fees and the annual payment for one EWSC campus, not a segmented campus. See proposed rate structure in (1) above.
- WAC 172-116-310 increases class B fines to parallel increase in fee structure. This provides for payment for services, not penalties.

- WAC 172-116-330 changes fund structure from general local fund 149 to a service fund.
- WAC 172-116-340 provides for increase in refunds in the annual reserve permit. The premise, as used here, states that no more than one-half of the parking fee can be refunded.

4. Recommended 1977-78 Operating Budget.

Estimated Revenues:

Reserve Annual Parking Revenue	\$ 500	
Annual Parking Revenue	9,300	
Quarterly Parking Revenue	17,000	
Residence Hall Student Parking Revenue	8,000	
Fines	7,000	
Duplicate Decal Sales	500	
Meter Income	<u>9,000</u>	
Total Estimated Income		\$51,300

Estimated Operating Expenses & Improvements:

Salaries and Wages	\$23,000	
Staff benefits	4,200	
Operating Supplies	3,000	
Vehicle Rental	1,200	
Lot Rental	600	
Cashiering Transfers	<u>400</u>	
Total Estimated Operating Expenses		<u>\$32,400</u>

Estimated Net Income \$18,900

Disposition of Net Income:

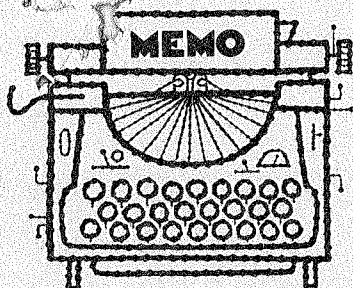
1977-78 Parking Lot Maintenance	\$ 6,000
Apply to cash deficit	12,900

Projected Cash Position, 6/30/78 (\$ 9,300)

Note: Cash deficit results from 1976-77 development of lot 3 (old Fieldhouse site) at an estimated cost of \$25,000.

RAH:kem

cc: Lee Graese
Dick Johnson



Eastern Washington State College

To: Russ Hartman, Business Manager

From: Lee Graese, Director of Campus Services

Date: April 28, 1977.

Subject: Proposed Amendments to EWSC Traffic and Parking Regulations

The attached Traffic and Parking Regulations contain proposed amendments. Highlights of proposed changes to be effective fall quarter, 1977, are:

- (1) A revised and realigned parking fee structure for persons working at or attending EWSC.

Quarterly rates--present \$5-7.50	proposed \$10
Annual rates--present \$15-22.50	proposed \$30
Reserved annual rates--present \$45	proposed \$70
Resident Hall students--presently included with board & room payment	proposed quarterly rate \$5
Conference & Workshops--present--free	proposed weekly rate \$1
- (2) WAC 172-116-080 provides for a visitor's decal
- (3) WAC 172-116-110 gives the Campus Police Chief freedom to make inter-lot reassignments for a fee of \$1.
- (4) WAC 172-116-120 permits EWSC students who attend classes off campus to come to the EWSC campus proper as a visitor.
- (5) WAC 172-116-230 gives the Campus Police Chief the flexibility to allow a person to continue to park or remove his/her vehicle when citations have not been fully satisfied.
- (6) WAC 172-116-250 supports issuing of citations for non-payment of meter fees.
- (7) WAC 172-116-300 equalizes the parking fees and the annual payment for one EWSC campus, not a segmented campus. See proposed rate structure in (1) above.
- (8) WAC 172-116-310 increases class B fines to parallel increase in fee structure. This provides for payment for services, not penalties.
- (9) WAC 172-116-330 changes fund structure from general local fund 149 to a service fund.
- (10) WAC 172-116-340 provides for increase in refunds in the annual reserve permit. The premise, as used here, states that no more than one-half of the parking fee can be refunded.

June 13, 1977

Attachment III. A. ¹/₈.

RESOLUTION

WHEREAS, Section 28B.40.370 of the Revised Code of Washington requires that this Board of Trustees shall file an annual certificate with the State Treasurer stating the amount of General Tuition Fee and Normal School Permanent Fund Revenue required to be deposited in the Eastern Washington State College Retirement Fund, and,

WHEREAS, the deposits required to pay and to secure the payment of the principal and interest on the General Tuition Fee and Normal School Permanent Fund Bonds, Series A, C, D and E during the 1977-78 fiscal year are:

October 1, 1977

Series A Principal	\$ 85,000.00
Series A Interest	40,850.00
Series C Interest	37,095.00
Series E Interest	27,450.00

April 1, 1978

Series A Interest	\$ 40,850.00
Series C Interest	37,095.00
Series D Reserve Account	55,458.00
Series E Principal	155,000.00
Series E Interest	<u>27,450.00</u>

Total Deposits Required	<u>\$506,248.00</u>
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BE IT RESOLVED, that the Secretary of the Board of Trustees is authorized and directed to certify to the Treasurer of the State of Washington that the sum of \$506,248.00 is required in the Eastern Washington State College Bond Retirement Fund to pay and secure the payment of principal, interest and reserves due on the General Tuition Fee and Normal School Permanent Fund Revenue Bonds, Series A, C, D and E, during the fiscal year 1977-78.

To Dr. H. George Frederickson, President
From Fred S. Johns, Vice President for Business and Finance
Date June 14, 1977
Subject Appointment of Treasurer

I recommend that the Board of Trustees appoint a treasurer to implement Chapter 52, Laws of 1977.

A copy of House Bill 585, which was signed by the Governor on March 25, 1977 is attached, also attached is a copy of a memo from the State Risk Manager advising that the bonding requirements of this law are satisfied by the State's existing public employee blanket bond, so that it will not be necessary for the Treasurer to provide additional bonding.

This legislation was sought by the State college's, particularly Eastern and Central, so that we might adopt the same payroll procedure now used at Washington State University. At present, payroll warrants drawn on the State Treasury are prepared on campus and must be mailed to Olympia for signing by the State Treasurer. Deterioration of mail service in recent times has required that the warrants be flown over to Olympia and back by courier.

The WSU procedure, which we hope to implement with the July payroll, is to pay all employees with institution checks drawn on our local bank account, with reimbursement of the account by a single warrant drawn on the State General Fund by the State Treasurer. We had been advised by the Office of the Attorney General that this procedure was permissible for WSU and UW because their statutes provided for a treasurer to the Board of Regents, but that the lack of treasurers to the Boards of Trustees precluded the State college's from adopting the procedure. House Bill 585 was drawn up to remove this obstacle.

FSJ:kem

Attachments:

House Bill 585

James R. McLees letter dated May 31, 1977

memo

EASTERN WASHINGTON STATE COLLEGE — Cheney, Washington 99004

HOUSE BILL NO. 585

State of Washington
45th Legislature
Regular Session

by Representatives Erickson, Burns and
Chandler

Read first time February 4, 1977, and referred to Committee on HIGHER EDUCATION.

1 AN ACT Relating to the state colleges; and adding a new section to
2 chapter 223, Laws of 1969 ex. sess. and to chapter 28B.40 RCW.
3 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:
4 NEW SECTION. Section 1. There is added to chapter 223, Laws
5 of 1969 ex. sess. and to chapter 28B.40 RCW a new section to read as
6 follows:
7 Each board of state college trustees shall appoint a treasurer
8 who shall be the financial officer of the board and who shall hold
9 office during the pleasure of the board. Each treasurer shall render
10 a true and faithful account of all moneys received and paid out by
11 him, and shall give bond for the faithful performance of the duties
12 of his office in such amount as the trustees require: PROVIDED, That
13 the respective colleges shall pay the fees for any such bonds.

HB 585

State of Washington

DIXY LEE RAY, Governor



DEPARTMENT OF GENERAL ADMINISTRATION

VERNON L. BARNES, Director

218 GENERAL ADMINISTRATION BUILDING, OLYMPIA, WASHINGTON 98504

May 31, 1977

For Fred Johns

TO: Emerson C. Shuck, President
Eastern Washington State College

FROM: James R. McLees, Risk Manager

SUBJECT: BONDING REQUIREMENTS - TREASURER *JRM*

The requirements of HB 535 regarding the appointment of a treasurer and obtaining a bond have been codified in Chapter 52, Laws of 1977.

Please be advised that the bonding requirements of this law are satisfied by the state's existing public employee blanket bond. It will not be necessary for the treasurer to provide additional bonding.

JRM:vad

Attachment

BUDGET HIGHLIGHTS
HOUSING AND FOOD SERVICE

1. No rate increase for dormitory room and board charges.
2. Current rates held by:
 - a. Equalization of utility and maintenance charges with other campus buildings.
 - b. Efforts geared toward improved dorm occupancy. Predicting 2% increase compared to drop of 3.8% last year.
 - c. Addition of building fee revenue from students on tuition fee waivers.
 - d. Addition of Seahawks revenue.
 - e. Additional revenue from increase in lunch cash meal price.
 - f. Additional revenue from apartment rental increases.
 - g. Holding all operational expenditures at current level wherever possible.
 - h. Revised renewal and replacement reserve payment schedule.
3. Bond debt service ratio budgeted at 1.22%.
4. All capital improvement and equipment expenditures budgeted from current operating funds.

RATE SCHEDULE
DORMITORIES
ROOM AND BOARD

		<u>1974 - 75</u> <u>Double Rate*</u>	<u>1975 - 76</u> <u>Double Rate*</u>	<u>1976 - 77</u> <u>Double Rate*</u>	<u>1977 - 78</u> <u>Double Rate*</u>
Fall	- Room	201	219	227	227
	- Board	195	210	218	218
Winter	- Room	171	189	197	197
	- Board	195	210	218	218
Spring	- Room	141	159	167	167
	- Board	195	210	218	218
TOTAL	- Room	513	567	591	591
	- Board	585	630	654	654
COMBINED TOTALS		1,098	1,197	1,245	1,245

*Additional \$70 per quarter for single room

APARTMENTS
RENT SCHEDULE

	<u>1974 - 75</u>	<u>1975 - 76</u>	<u>1976 - 77</u>	<u>1977 - 78</u>
Married Student Court	60	60	60	70
Holter House	75/120	80/125	80/125	95/140
Anna Maria			120/156	125/150

--All apartments are unfurnished except for stove and refrigerator--

TAWANKA
CASH MEAL PRICES

	<u>1974 - 75</u>	<u>1975 - 76</u>	<u>1976 - 77</u>	<u>1977 - 78</u>
Breakfast	1.25	1.25	1.25	1.25
Lunch	1.25	1.25	1.25	1.50
Dinner	2.50	2.50	2.50	2.50

HOUSING AND FOOD SERVICE SYSTEM
1977-78 FINANCIAL PLAN
SUMMARY

	<u>1975-76</u> <u>Actual</u>	<u>1976-77</u> <u>Estimated</u>	<u>1977-78</u> <u>Proposed</u>
Occupancy (Beginning)			
Summer	132	124	130
Fall	1,505	1,461	1,490
Winter	1,430	1,330	1,355
Spring	1,191	1,182	1,205
TOTAL	4,258	4,097	4,180
Revenue			
Housing	1,011,980	1,028,716	1,069,185
Food Service	1,042,327	1,085,924	1,087,210
TOTAL	2,054,307	2,114,640	2,156,395
Expenditures			
Housing	848,423	930,689	919,916
Food Service	896,001	899,062	949,517
TOTAL	1,744,424	1,829,751	1,869,433
Net Operating Revenue			
Housing	163,557	98,027	149,269
Food Service	146,326	186,862	137,693
Bld. Fee Revenue	402,213	385,000	410,000
Interest Earnings	72,715	52,500	52,434
TOTAL	784,811	722,389	749,396
Transfers			
Dorm Debt Service	574,634	517,383	569,749
Trustee Fees	6,184	6,071	6,200
R & R Reserves	98,219	1,607	14,367
Apt. Debt Service		8,520	33,212
Capital Improvements	62,916	80,024	41,600
Capital Equipment		27,653	38,375
Uncollectibles		387	500
Other - Sewer Rebate		(4,024)	
TOTAL	741,953	637,621	704,003
NET TO FUND BALANCE	42,858	84,768	45,393

HOUSING
Revenue
1977-78

	1976 - 77 Estimated	1977 - 78 Proposed
Summer	12,500	12,750
Fall	326,380	338,230
Winter	259,818	266,935
Spring	187,000	201,235
Single Rooms		
Fall	20,000	
Winter	29,228	82,000
Spring	31,000	
Special Services	40,000	40,000
Director Apartments	3,600	3,600
College Apartments		
Married Student Court	24,094	27,720
Holter House	12,578	13,640
Anna Maria	24,100	29,975
Sutton Hall	12,500	12,500
Damages	3,000	3,000
Investments	13,000	13,000
Telephone Service Charge	600	600
Forfeitures	9,000	9,000
Miscellaneous	445	
Seattle Seahawks	19,873	15,000
	<u>1,028,716</u>	<u>1,069,185</u>

Expenditure Summary

	1976 - 77	1977 - 78
Administrative	72,895	77,320
Dorm Operation	813,778	772,521
Special Services	17,267	20,175
Activities		18,355
Married Student Court	8,799	9,350
Holter House	5,285	5,710
Anna Maria	5,383	7,085
Seahawks	<u>7,282</u>	<u>9,400</u>
	930,689	919,916

Housing Administration
1977 - 78

	1976 - 77 Revised	1977 - 78 Estimated
Regular salaries	53,385	57,120
Part-time and overtime	2,200	2,500
Contract Services (Auditor)	2,560	
Goods and Services		
Supplies	1,800	800
Duplicating and Printing	2,500	3,000
Advertising	200	200
Telephone and postage	75	75
Travel	300	300
Employee Benefits	9,875	13,325
	<hr/> 72,895	<hr/> 77,320

Dorm Operations
1977 - 78

	1976 - 77 Revised	1977 - 78 Estimated
Regular Salaries - Hall Directors (5)	54,875	51,535
Part-time Salaries		
Resident Advisors - Academic year	76,140	76,140
Anderson Manager	1,500	1,800
Summer (4 at 450)	1,660	1,800
Goods and Services		
Telephone	60,000	60,000
Insurance	27,287	27,300
Rentals	16,283	16,720
Parking	5,400	
Laundry and Cleaning	1,000	1,500
Linen and Supplies	450	3,800
Dorm Office Supplies	100	100
Duplicating and Printing	700	800
Physical Plant		
Utilities	187,200	139,500
Maintenance & Repair	111,000	82,450
Custodial	220,200	255,800
Elevators	3,000	4,000
Misc. IDPO	500	1,000
Travel	200	300
Elevator contract - Otis	25,390	28,150
Furniture Repair	1,500	
Employee Benefits - Full time	9,877	10,310
Employee Benefits - Part time	9,516	9,516
	813,778	772,521

Special Services
1977-78

	1976-77 Estimated	1977-78 Proposed
Regular Salaries, 1 dorm - 3 months	8,900	7,100
Part-time Salaries, 1 dorm - Summer RA's	1,552	1,700
Goods and Services		
Custodial, overtime	1,800	2,500
Linen and Blankets	440	4,000
Laundry and Cleaning	4,000	4,000
Duplicating & Office supplies	50	50
Employee Benefits		
Full-time		620
Part-time		205
	<hr/> 17,267	<hr/> 20,175

Activities
1977-78

	1977-78 Estimated
Salary - full-time, 11 month	11,280
Employee Benefits	2,050
Newsletter - Monthly, 12 issues	600
Travel	300
Telephone	150
Activities	1,200
Matching Funds	2,400
Duplicating and Printing	200
Office Supplies	75
Advertising	100
	<hr/>
	18,355

Married Student Court
1977 - 78

	1976 - 77 Estimated	1977 - 78 Proposed
Part-time salaries	1,500	1,500
Physical Plant		
Recharge	2,350	2,570
IDPO	3,000	3,200
Rentals	1,020	1,150
Employee Benefits	180	180
Insurance	749	750
	<hr/> 8,799	<hr/> 9,350

Holter House
1977-78

	1976-77 Estimated	1977-78 Proposed
Part-time Salaries	1,000	1,000
Physical Plant	2,000	2,100
Recharge	1,500	1,800
IDPO		
Rentals	360	385
Employee Benefits	120	120
Mortgage		
Insurance	<u>305</u> 5,285	<u>305</u> 5,710

Anna Maria
1977-78

	1976-77 Estimated	1977-78 Proposed
Part-time salaries	88	1,200
Physical Plant		
Recharge	1,835	1,930
IDPO	2,500	2,800
Rentals	585	640
Employee Benefits	7	145
Insurance	<u>368</u>	<u>370</u>
	5,383	7,085

SEAHAWKS

	<u>1976 - 77</u>	<u>1977 - 78</u>
Goods and Services		
Telephone	164	175
Rentals*	25	270
Laundry and cleaning	1,374	1,300
Linen and Supplies	418	1,000
Duplicating and Printing	5	5
Physical Plant Recharge	6,380	6,300
Travel	<u>320</u>	<u>350</u>
	8,686	9,400

*Includes washers and dryers which we picked up in
dorms last summer.

HOUSING
Capital Projects
1977-78

Housing Office	
Acoustical Treatment	1,500
Morrison Hall	
Furniture	25,000
Drapes, small lounges	4,000
Dressler Hall	
Pearce Hall	
Feasibility study on conversion of student rooms to floor lounges	4,000
Dressler Hall	
Drapes in Guest Room	100
Carpet in Directors Apartment	1,200
Pearce Hall	
Drapes in Guest Room	100
Dryden Hall	
Enlarge Office	500
Carpet	5,000
Streeter Hall	
Carpet	12,000
Drapes in Floor Lounges	5,000
	<hr/>
	58,400

FOOD SERVICE
1977-78 FINANCIAL PLAN
SUMMARY

Occupancy (Beginning)	1975-76 Actual	1976-77 Estimated	1977-78 Proposed
Summer	132	124	130
Fall	1,505	1,461	1,490
Winter	1,430	1,330	1,355
Spring	<u>1,191</u>	<u>1,182</u>	<u>1,205</u>
Total	4,258	4,097	4,180
 Revenue	 1,042,326	 1,044,001	 1,040,984
Expenditures	896,001	865,658	909,773
Gross Operating Revenue	146,325	178,343	131,211
 Seahawks Program:			
Revenue	-0-	41,923	46,226
Expenditures	-0-	33,404	39,744
 NET REVENUE:			
	<u>\$146,325</u>	<u>\$186,862</u>	<u>\$137,693</u>

FOOD SERVICE
1977-78 FINANCIAL
DETAIL OF REVENUE

Board

Fall (1490)	\$ 324,820
Winter (1356)	295,608
Spring (1205)	262,690
Summer (130)	21,840

Other Revenue

Cash Meals	42,000
Special Services	26,000
Catering	10,000
Work Study	2,000
Off Campus Meal Tickets	<u>56,026</u>

TOTAL REVENUE	\$1,040,984
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FOOD SERVICE
1977-78 EXPENDITURE DETAIL

	<u>1975-76</u> <u>Actual</u>	<u>1976-77</u> <u>Estimated</u>	<u>1977-78</u> <u>Proposed</u>
00 Regular Salaries	\$221,439	\$231,240	\$230,100
01 Part-Time Salaries	109,633	99,335	105,000
02 Personal Contract Services	1,820	1,800	-0-
03 Goods and Services			
Food Cost:			
Beginning Inventory	52,624	55,000	35,000
Purchases	463,710	452,065	441,277
Ending Inventory	76,101	50,000	30,000
Total:	<u>\$440,233</u>	<u>\$457,065</u>	<u>\$446,277</u>
Insurance	\$ 2,555	\$ 3,000	\$ 4,300
H.E.P.B.	840	800	800
Operations Supplies	15,219	3,500	8,000
Custodial Supplies		7,800	3,000
Dishes, Silver, Linen and utensils	10,472	9,100	9,500
Advertising	2,295	2,000	1,000
Rentals	2,087	3,500	1,500
Laundry	2,091	1,500	2,200
Telephone	260	400	400
Other	2,100		2,500
Physical Plant Services			
Maintenance	12,975	15,120	15,876
Utilities	20,820	19,980	18,200
Other	1,898	1,400	1,500
04 Travel	564	800	1,000
07 Retirement & Benefits	<u>48,700</u>	<u>53,450</u>	<u>58,620</u>
TOTAL EXPENDITURES:	\$896,001	\$910,983	\$909,773

FOOD SERVICE ESTIMATED REVENUE
SEAHAWKS 1977

REVENUE

7/20 - 7/24	(90) x 12.23 x 5	(meals)	\$ 5,512.50	
7/25 - 7/31	(135) x 12.25 x 7		11,576.25	
8/1 - 8/7	(120) x 12.25 x 7		10,290.00	
8/8 - 8/14	(100) x 12.25 x 7		8,575.00	
8/15 - 8/21	(95) x 12.25 x 7		8,146.25	
8/22 - 8/24	(90) x 12.25 x 3		<u>3,307.50</u>	
				\$47,407.50

DEDUCTIONS

Less 3 meals August 6	\$ 450.00	
Less 1 meal August 12	375.00	
Less 1 meal August 18	<u>356.00</u>	
		1,181.00

EXPENSES

Food Cost	26,144.00	
Labor	9,700.00	
Supplies	500.00	
Service System Cost	2,500.00	
Custodial	500.00	
General and Administrative	<u>400.00</u>	
		39,744.00

NET REVENUE

\$ 6,482.50

FOOD SERVICE
1977-78 FINANCIAL PLAN
EQUIPMENT & CAPITAL EXPENDITURES

EQUIPMENT

Cookie Cutter and Former	\$ 2,300.00
Commercial Clothes Dryer	2,500.00
Commercial Washer (2 each)	4,000.00
Breading Maching	250.00
Tomato Slicer	200.00
Salad Bar Carts	1,625.00
Protection Alarm System	<u>2,500.00</u>
Total Equipment Expenditures:	\$13,375.00

CAPITAL IMPROVEMENTS

Dishroom Remodling (Planning Only)	\$ 4,000.00
Fire Extinguishing System (Grills & Fryers)	<u>4,200.00</u>
Total Capital Improvements	\$ 8,200.00

EASTERN WASHINGTON STATE COLLEGE

Bookstore Financial Plan
1977-78 Fiscal Year

THE BOOKSTORE MISSION

The college Bookstore is operated as a support service for the students, faculty and staff of Eastern Washington State College.

As implied by its name, the primary mission of the store is to provide a maximum availability of required textbooks to the students. Used books are purchased from the students at the end of each quarter and resold at a discounted price in following quarters.

In addition to required textbooks, many suggested reading books and study materials are stocked. Many popular paperbacks and magazines are also available.

About one-third of the Bookstore's space is devoted to active marketing of educational supply materials and student convenience product items. These supply, convenience and other gift items are sold at competitive market prices.

The Bookstore also provides other services, such as: personal orders for most books in print, graduation cap and gown rentals, and graduation announcements.

The financial mission of the Bookstore is to provide required textbooks and reading materials at the lowest possible price and to provide other supply items at fair, competitive prices. Our continuing goal is to also avoid annual operating deficits and to channel excess operating profits toward lower prices and discounts to the Bookstore patrons.

1977 Financial Objectives

The major points incorporated in the Bookstore financial plan for 1977-78 includes:

- A. Sales: Increase sales of about 10% are predicted in all departments even though there is little increase in enrollment predicted. This increase is primarily from inflation. The full 10% increase does not appear in textbook sales because of the plan to discount textbooks an additional 5%. This additional discount is in accord with the long range objective of keeping textbook prices as low as possible.
- B. Discounts: Textbooks, supply and general books will continue with the 5.1% point of sale discount. This discount totaled about \$40,000 this last fiscal year. (The total discount on textbooks will become about 10.2%, with supplies and general (non-required) books remaining at 5.1%.) The proposed financial plan for 1977 predicts a total discount of over \$73,000.
- C. Capital Expenditures: Purchases of equipment are estimated at \$7,550. A major portion of this amount will be used to replace our old mechanical cash registers with electronic registers. These new machines will allow more flexibility in discount procedures, improve accounting operations and speed up customer check-outs. Other equipment expenditures will provide for the replacement of older bookshelves with more efficient, lower and wider bookshelves, a replacement typewriter and a new utility work table.

Equipment depreciation expense is now included under "Cost of Operations" as a renewal and replacement expense. This will eventually provide funding for the replacement costs of capital equipment and improve the cash flow problems of the Bookstore. The annual amount is scheduled to be set at approximately 1% of gross revenue and will be limited to the total plant investment cost, which is now approximately \$45,000. However, in 1977-78 the amount will only be 1/4% to help cover the cost of the additional 5% textbook discount. Scheduled capital improvements for 1977-78 are budgeted at \$4,000, which would provide for the replacement of an inadequate lighting system in the textbook area.

- D. Planning: There is a continuing effort to increase sales in general books and supplies. Our advertising budget has been increased. A sporting goods expansion is being investigated, as well as additional gift lines. Combining the sales area of general with textbooks is under study, to increase sales and decrease the total space and labor needed. More gift books are to be added to the inventory. Recruitment of an experienced and interested faculty member is being considered to work with the Bookstore and faculty to improve communications and better serve the needs of academic departments.

BOOKSTORE
FINANCIAL PLAN

	1975-76 <u>Actual</u>	1976-77 <u>Estimated</u>	1977-78 <u>Proposed</u>
REVENUES:			
Book Sales	\$561,928	\$610,000	\$637,000
General Book Sales	31,763	34,600	38,000
Supply Sales	179,988	195,400	215,000
Total	<u>773,679</u>	<u>840,000</u>	<u>890,000</u>
Less Returns	16,545	20,000	(21,000)
Less Customer Discount	35,222	39,900	(42,000)
Net Sales	<u>721,912</u>	<u>780,100</u>	<u>827,000</u>
Miscellaneous Income	5,075	3,900	5,000
Total Revenue	<u>726,987</u>	<u>784,000</u>	<u>832,000</u>
EXPENDITURES:			
Beginning Inventory	134,930	135,000	140,000
Purchases	575,882	632,200	698,000
Available for Sale	<u>710,813</u>	<u>767,200</u>	<u>838,000</u>
Ending Inventory	128,037	140,000	150,000
Cost of Goods	<u>582,776</u>	<u>627,200</u>	<u>688,000</u>
COST OF OPERATIONS:			
Salaries & Wages	83,704	88,860	90,580
Physical Plant Charges	6,045	6,180	4,700
Utilities	3,255	3,660	3,300
Office Supplies	2,710	2,700	1,600
Expendable Equipment	223	300	300
Insurance	780	800	1,500
Professional Services	3,380	3,300	3,500
Telephone	499	500	400
Advertising	639	1,000	800
Dues, subscriptions, travel	550	700	900
Adjustment for return of books	369	300	300
Miscellaneous	945	900	600
Postage Out	2,878	2,900	3,000
Bank Card Charges	1,096	1,100	800
Repairs, Physical	698	400	200
Renewal and Replacement Expense	2,929	2,760	2,100
Equipment Expense	1,340	2,320	7,550
Employee Benefits	14,215	15,320	16,950
Total	<u>126,101</u>	<u>134,000</u>	<u>139,080</u>
TOTAL EXPENDITURES	708,877	761,200	827,080
REVENUES OVER (UNDER) EXPENDITURE			
BEFORE TRANSFERS	18,110	22,800	4,920
TRANSFERS			
Capital Improvements	-0-	-0-	4,000
REVENUE OVER (UNDER) EXPENDITURES			
AND TRANSFERS	18,110	22,800	920

DETAIL OF EXPENDITURES

BY DEPARTMENT

	<u>Book Dept.</u>	<u>General Books</u>	<u>Supply Dept.</u>	<u>Other</u>	<u>Total</u>
COST OF GOODS SOLD					
Beginning Inventory	76,000	12,000	52,000	-	140,000
Purchases	529,000	28,300	140,700	-	698,000
Available for Sale	665,000	40,300	192,700	-	838,000
Ending Inventory	80,000	13,000	57,000	-	150,000
Cost of Goods	525,000	27,300	135,700	-	688,000
COST OF OPERATIONS:					
Regular Salaries	16,580	6,820	8,200	44,400	76,000
Part Time Wages	4,550	800	8,300	930	14,580
Physical Plant Charges	2,397	752	1,551		4,700
Utilities	1,683	528	1,089		3,300
Office Supplies	1,072	176	352		1,600
Expendable Equipment	201	33	66		300
Insurance	1,005	165	330		1,500
Contract Professional Services	2,345	385	770		3,500
Telephone	268	44	88		400
Advertising	536	88	176		800
Dues, Subscriptions, travel	603	99	198		900
Miscellaneous	402	66	132		600
Postage Out	2,010	330	660		3,000
Bank Card Expense	536	88	176		800
Repairs, Physical	102	32	66		200
Uncollectible Accounts	201	33	66		300
Renewal & Replacement Expense	-	-	-	2,100	2,100
Equipment Expense	3,950	-	-	3,600	7,550
Employee Benefits	3,860	1,460	2,640	8,990	16,950
Total	42,301	11,899	24,860	60,020	139,080

BOOKSTORE FINANCIAL PLAN 1977-78

EQUIPMENT PURCHASE SCHEDULE
(Estimated Prices)

1.	Five Cash Registers, Electronic	Replacement	\$3,000
2.	Table, with Casters	New	150
3.	Typewriter, Electric	Replacement	600
4.	Wide Bookshelf Units, 56'	Replacement	<u>3,800</u>
TOTAL			\$7,550

CAPITAL EXPENDITURES SCHEDULE
(Estimated Price)

1.	Lighting, Ceiling, Textbook Area	Replacement	\$ 4,000
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PENCE UNION BUILDING

	<u>ACTUAL</u>	<u>ESTIMATE</u>	<u>BUDGET</u>
	1975-76	1976-77	1977-78
Food Service	12,349	11,900	7,124
Games Room	-0-	200	300
Maintenance	(58,398)	(58,026)	(58,747)
Vending	7,252	5,700	7,000
Information Desk	717	(775)	(1,047)
Administration	(33,052)	(32,708)	(39,338)
Post Office	(1,476)	(2,165)	(3,293)
Programming	(505)	(19,000)	(25,368)
<u>Other Income:</u>			
Check Service Charge	3,318	3,300	3,250
Barber Shop	3,007	2,263	2,460
Room Rental	2,042	3,045	1,500
House Of Travel	1,260	1,260	-0-
Student Fees	77,202	92,697	107,000
Work Study	<u>1,277</u>	<u>-0-</u>	<u>-0-</u>
Total:	<u>14,993</u>	<u>7,691</u>	<u>841</u>

PENCE UNION BUILDING

Operating Budget

1977 - 1978

	<u>Food Service</u>	<u>Maintenance</u>	<u>Information Desk</u>	<u>Administration</u>	<u>Post Office</u>	<u>Barber Shop</u>	<u>Programming</u>
INCOME:							
Sales	\$180,000.00		\$50,000.00		\$ 400.00		\$ 7,000.00
COST OF GOODS	(50%) 90,000.00		(75%) 37,500.00				
GROSS PROFIT	\$ 90,000.00		\$12,500.00		\$ 400.00	\$2,700.00	\$ 7,000.00
OPERATING EXPENSES:							
Salaries	43,151.00	20,536.00	7,095.00	23,023.00			
Wages	25,082.00	16,450.00	4,381.00	2,181.00	2,957.00		2,656.00
Payroll Tax Expenses	11,193.00	5,541.00	1,841.00	5,009.00	236.00		212.00
Operational Supplies	3,150.00	6,620.00			350.00		27,500.00
Building Equipment & Repair			225.00	1,400.00		225.00	
Personal Services (CPA)				3,400.00			
Insurance				3,350.00			
Dues				225.00			
Licenses	100.00		5.00			15.00	
Miscellaneous				300.00			
Advertising	200.00						2,000.00
Office Supplies				450.00			
Meter Rental					150.00		
Physical Plant Recharges		16,400.00					
TOTAL OPERATING EXPENSES	\$ 82,876.00	\$65,547.00	\$13,547.00	\$39,338.00	\$3,693.00	\$ 240.00	\$32,368.00
PROFIT (LOSS)	\$ 7,124.00	(\$65,547.00)	(\$ 1,047.00)	(\$39,338.00)	(\$3,293.00)	\$2,460.00	(\$25,368.00)
OTHER INCOME:							
Travel Agency	\$ 1,260.00						
Service Charge	3,250.00						
Room Rental & Miscellaneous	1,500.00						
Games Room	300.00						
Vending	7,000.00						
Student Fees							
P.U.B. Operations	\$86,331.00						
Programming	25,368.00						
Total Fees	111,699.00						
				Total Income	\$134,593.00		
				Total Expense	134,593.00		
				GROSS PROFIT	\$ 0.00		

To Fred S. Johns, Vice President for Business and Management
From Russell Hartman, Business Manager
Date May 17, 1977
Subject 1977-78 Parking Services Operating Plan

The following recommendations pertain to the operation and maintenance of parking facilities during the 1977-78 fiscal year.

1. Recommended Revision of Parking Fees.

<u>Rate</u>	<u>Present</u>	<u>Recommended</u>
Quarter--Students and Staff	\$5.00 - 7.50	\$10.00
Annual	15.00 - 22.50	30.00
Reserved Annual	45.00	70.00
Conference--Per Week	Free	1.00

2. Comparable 1976-77 Rates at Other Institutions.

<u>Institution</u>	<u>Student Annual</u>	<u>Staff Annual</u>
EWSC	\$15.00 - 22.50	\$15.00 - 22.50
CWSC	20.00	20.00
WWSC	12.00 - 60.00	12.00 - 60.00
UW	60.00 - 72.00	60.00 - 72.00
WSU	35.00	45.00 - 60.00

3. Recommended 1977-78 Operating Budget.

Estimated Revenues:

Reserve Annual Parking Revenue	\$ 500.00
Annual Parking Revenue	9,300.00
Quarterly Parking Revenue	17,000.00
Residence Hall Student Parking Revenue	8,000.00
Fines	7,000.00
Duplicate Decal Sales	500.00
Meter Income	<u>9,000.00</u>

Total Estimated Income \$51,300

4. Estimated Operating Expenses & Improvements:

Salaries and Wages	\$ 23,000
Staff benefits	4,200
Operating Supplies	3,000
Vehicle Rental	1,200
Lot Rental	600
Cashiering Transfers	<u>400</u>
Total Estimated Operating Expenses	<u>\$32,400</u>
Estimated Net Income	<u>18,900</u>

Disposition of Net Income:

1977-78 Parking Lot Maintenance	\$ 6,000
Apply to cash deficit	12,900
Projected Cash Position, 6/30/78	(9,300)

Note: Cash deficit results from 1976-77 development of lot 3
(old Fieldhouse site) at an estimated cost of \$25,000.

EASTERN WASHINGTON UNIVERSITY

PAVILION

	<u>1976-77</u> <u>Budget</u>	<u>1976-77</u> <u>Actual*</u>	<u>1977-78</u> <u>Budget</u>
<u>Revenue</u>			
Sales - Concessions	\$24,000.00	\$16,218.03	\$17,000.00
Commissions	5,400.00	3,016.94	4,000.00
Rentals		1,650.52	2,500.00
Advertising			
Department Re-charges	400.00	4,182.06	5,000.00
College Work Study			
Goods Sold at Cost	100.00		
Miscellaneous	200.00		
Refunds			
Seattle Seahawks		9,505.12	8,000.00
Library Archives			3,000.00
Total Revenue	<u>\$30,100.00</u>	<u>\$34,572.67</u>	<u>\$39,500.00</u>
<u>Expenditures</u>			
Cost of Goods Sold	\$ 3,630.00	\$ 8,023.80	\$ 7,000.00
Salaries plus benefits	5,830.00	5,658.45	8,500.00
Wages			
Personnel Services	9,000.00		
Operating Supplies	2,150.00	7,724.35	7,100.00
Alterations to Building	300.00		
Repair & Maintenance of Equip.	300.00		300.00
Advertising	900.00	438.69	700.00
Physical Plant Charges	1,000.00	2,189.55	2,500.00
Refunds			
Equipment (new)		6,825.48	2,800.00
Travel			
Miscellaneous - travel		73.06	100.00
Seattle Seahawks		8,071.44	7,500.00
Campus Security Charges	1,100.00		
Total Expenditures	<u>\$24,210.00</u>	<u>\$39,004.82</u>	<u>\$36,500.00</u>
Excess (shortage) of Revenues over Expenditures	<u>\$ 5,890.00</u>	<u>(\$4,432.15)</u>	<u>\$ 3,000.00</u>

* The figures for May and June used in these totals are projected. Final accounting adjustments and late billings may affect total.

FUND 440
STORES OPERATIONS

The basic function of Fund 440 is to provide Stores Operations and related services as Office Machine Maintenance and Office Machine Rentals for Eastern.

Planning--The Year Completed: With the exception of automatic back order and delivery of items not in stock, all proposals for fiscal year 1976-77 are complete.

Planning--The Fiscal Year Proposed, 1977-78:

- (1) Install a 10,000 gallon gasoline tank at Eastern for cost savings and convenience of re-fueling of College vehicles.
- (2) Stock commonly used paints and sell to user departments. Lower cost should occur with fewer purchase orders being cut.
- (3) Continue to stock demand items and improve inventory quality.

Combined Comparative Income Statement
For Three-Year Period Ending June 30, 1978

	1975-76 <u>Actual</u>	1976-77 <u>Estimated</u>	1977-78 <u>Proposed</u>
1. Sales and Services:	\$181,988	\$189,700	\$212,100
2. Cost of Goods Sold:			
Beginning Inventory	111,487	94,966	113,000
Purchases	130,764	184,034	203,300
Total Available	242,251	279,000	316,300
Ending Inventory	94,966	113,000	129,900
Cost of Goods Sold:	147,285	166,000	186,400
3. Operating Expenses:			
Salaries and Wages	22,754	15,900	17,400
Staff Benefits	3,740	2,300	3,000
Goods and Services	1,368	200	900
Travel	115	-0-	-0-
Total Operating Expenses:	27,977	18,400	21,300
4. Depreciation:	2,154	2,200	2,200
5. Net Income:	<u>\$ 4,572</u>	<u>\$ 3,100</u>	<u>\$ 2,200</u>

Change of Cash Position--Fund 440

1. Estimated Net Income from Operation:	\$ 2,200
2. Add: Depreciation	2,200
3. Less: Increase in Inventories	(16,900)
4. Estimated Decrease in Cash Position:	<u>\$ (12,500)</u>

FUND 448
PRINTING

The basic function of Fund 448 is to provide College-wide typesetting services, copying/duplicating and offset press printing, and Word Processing.

Planning--The Year Completed: Every item as proposed in the 1976-77 budget was completed.

Planning--The Fiscal Year Proposed, 1977-78:

- (1) Word Processing--install System 6 Center
- (2) Copy Center--install rotary collator on Total Copy System
--order and install automatic booklet folder
- (3) Copier System--change coated paper copying machines in Martin Hall and Graduate Studies to bond quality machines (volume is adequate)
- (4) Typesetting--install Comp-set 510 with storage capabilities

Combined Comparative Income Statement
For Three-Year Period Ending June 30, 1978

	1975-76 <u>Actual</u>	1976-77 <u>Estimated</u>	1977-78 <u>Proposed</u>
1. Sales and Services:	\$188,795	\$190,800	\$195,800
2. Operating Expenses:			
Salaries and Wages	80,999	87,700	75,500
Staff Benefits	13,401	14,800	14,000
Goods and Services	82,894	84,300	99,100
Travel	137	200	100
Total Operating Expenses:	<u>177,431</u>	<u>187,000</u>	<u>188,700</u>
3. Depreciation:	2,206	2,400	4,700
4. Net Income:	<u>\$ 9,158</u>	<u>\$ 1,400</u>	<u>\$ 2,400</u>

Change of Cash Position--Fund 448

1. Estimated Net Income from Operations:	\$ 2,400
2. Add: Depreciation	<u>4,700</u>
3. Estimated Increase in Cash Position:	<u>\$ 7,100</u>

FUND 460
MOTOR POOL

The basic function of Fund 460 is to provide rental vehicles for college related travel for employees and authorized college agents.

Planning--The Year Completed: A new, full-size sedan was purchased for President Frederickson. The sedan, formerly assigned to that office, was returned to the Motor Pool for general usage. Van B12101, station wagon B11822, sub-compacts B12114 and B12115 were held until after 7-1-77 to cover short runs and provide a short run vehicle to take swim team to Fairchild.

Planning--The Fiscal Year Proposed, 1977-78: Upon receipt of two new Dodge Aspens and two new Dodge vans, the two high-mileage Dodge vans (both in excess of 100,000 miles) and the two sub-compact Pintos (both in excess of 70,000 miles) will be auctioned off (or use the vans as utility vehicles on campus). One Plymouth sedan will be auctioned off as it has an excess of 100,000 miles.

Combined Comparative Income Statement
For Three-Year Period Ending June 30, 1978

	1975-76 <u>Actual</u>	1976-77 <u>Estimated</u>	1977-78 <u>Proposed</u>
1. Sales and Services	\$43,089	\$44,000	\$45,100
2. Operating Expenses:			
Salaries and Wages	1,724	1,800	2,000
Staff Benefits	131	100	200
Goods and Services	23,878	26,400	27,700
Travel	132	-0-	-0-
Interest Expense	600	300	-0-
Total Operating Expenses:	<u>26,464</u>	<u>28,600</u>	<u>29,900</u>
3. Depreciation:	9,641	11,300	12,500
4. Net Income:	<u>\$16,823</u>	<u>\$ 4,100</u>	<u>\$ 2,700</u>

Change of Cash Position--Fund 460

1. Estimated Net Income from Operations:	\$ 2,785
2. Add: Depreciation	12,525
3. Deduct: Net Investment Cost for Year	(13,200)
4. Estimated Increase in Cash Position	<u>\$ 2,110</u>

To Dr. H. George Frederickson, President
From Fred S. Johns, Vice President for Business and Finance
Date June 23, 1977
Subject 1977-78 Operating Budget

The 1977-78 Program Level Operating Budget adopted by the Legislature and awaiting the Governor's signature is attached. It is recommended that the Board of Trustees adopt this budget at its June 30, 1977 meeting with the following stipulations:

1. The President and his designees are authorized to transfer allotments between the major operating programs within statutory limitations.
2. The President will provide Board members with an information copy of the actual 1977-78 Operating Budget as soon as it is available.

FSJ:RAH:kem

EASTERN WASHINGTON UNIVERSITY
1977-78 OPERATING BUDGET
FINAL LEGISLATIVE PROPOSAL

<u>Program Title</u>	<u>Program Budget</u>
Instruction	\$ 9,701,002
Research	27,872
Public Service	351,539
Primary Support Services	1,307,851
Libraries	1,091,522
Student Services	1,201,210
Institutional Support	2,188,659
Plant Operation and Maintenance	3,440,367
Sponsored Research and Programs	<u>1,750,000</u>
Total	\$21,060,022

<u>Fund Source</u>	
General Fund - State	\$18,701,347
General Fund - Local	608,675
Grants and Contracts	<u>1,750,000</u>

To Dr. H. George Frederickson, President
From Fred S. Johns, Vice President for Business and Finance
Date June 20, 1977
Subject Recommended Services and Activities Fee Budgets for 1977-78

Fund 521

Band	\$ 8,000
Choral Activities	8,000
Cheerleaders	900
Drama	20,000
Forensics	4,017
Gallery of Art	3,000
KEWC	1,000
Model United Nations	1,170
Orchestra	7,000
Music Theatre	3,200
Rifle Team	4,200
Stage Operations	7,500
Sub-total	\$67,987
Athletic Policy Board	
Operations	129,913
Financial Aid	29,550
Sub-total	\$159,463

Total, Fund 521 \$227,450

Fund 522

Fixed Overhead	\$33,137
Executive	11,000
Legislature	5,000
Band Share	5,850
Elections	3,964
PUB	107,000
Easterner	20,000
Student Library Center	750
Bus Subsidy	27,250
International Students	1,150
Hawaiian Luau	1,300
Campus Recreation	13,159
Vet's Co-op	000
SARB, Concerts, ASCIB	65,790
Focus	5,769
Outdoor Programs	2,831
Judicial	750
Native American Indians	5,600
FEX Line	1,000
IMC	900
Women's Commission	2,100
BSU	6,000
Ski Club	550
Chicano Students	1,500

Legal Aid	\$2,650
Soccer	1,000
Reserve	<u>3,550</u>
Total, Fund 522	\$329,550
Total, S & Budgets	\$557,000

FSJ:kem

To Dr. H. George Frederickson, President
From Fred S. Johns, Vice President for Business and Finance
Date June 20, 1977
Subject Tuition and Fees, 1977-78

The Legislature adopted revised tuition and fee amounts last week. To implement these revisions, I recommend that the Board of Trustees adopt the following quarterly fee schedule, to be effective with Fall Quarter, 1977:

<u>Full Time Students</u> (10 SCH or More)	<u>1976-77</u>				<u>1977-78</u>			
	<u>Operating Fee</u>	<u>Tuition Fee</u>	<u>S&A Fee</u>	<u>Total</u>	<u>Operating Fee</u>	<u>Tuition Fee</u>	<u>S&A Fee</u>	<u>Total</u>
Undergraduate, Resident	\$ 91.50	\$25.00	\$52.50	\$169.00	\$118.00	\$25.00	\$54.00	\$197.00
Graduate, Resident	111.50	25.00	52.50	189.00	138.00	25.00	54.00	217.00
Undergraduate, Non-resident	304.50	96.00	52.50	453.00	511.00	96.00	54.00	661.00
Graduate, Non-resident	324.50	96.00	52.50	473.00	602.00	96.00	54.00	752.00
Viet Nam Veteran	49.00	24.00	47.00	120.00	75.50	24.00	48.50	148.00

Part Time Students
(Less than 10 SCH)

	<u>1976-77</u>	<u>1977-78</u>
Undergraduate, per credit hour	\$17.00	\$20.00
Graduate, per credit hour	\$19.00	\$22.00

Distribution of Part Time Fees, Per Credit Hour

	<u>Undergraduate</u>	<u>Graduate</u>
Operating Fee	\$12.00	\$14.00
Tuition Fee	2.50	2.50
Services and Activities Fee	5.50	5.50
Total	\$20.00	\$22.00

FSJ:kem

cc: Philip Marshall
Ray Whitfield
Daryl Hagie
John Lothspeich

memo

EASTERN WASHINGTON STATE COLLEGE -- Cheney, Washington 99004

To Fred S. Johns
From Russell Hartman
Date May 17, 1977
Subject WAC Revisions - Parking

Attachment III.B.1.

Below is a summary of the recommended WAC Revisions. Please see attached for details.

- WAC 172-116-080 provides for a visitor's decal.
- WAC 172-116-110 gives the Campus Police Chief freedom to make inter-lot reassignments for a fee of \$1.
- WAC 172-116-120 permits EWSC students who attend classes off campus to come to the EWSC campus proper as visitors.
- WAC 172-116-230 gives the Campus Police Chief the flexibility to allow a person to continue to park or remove his/her vehicle when citations have not been fully satisfied.
- WAC 172-116-250 supports issuing of citations for non-payment of meter fees.
- WAC 172-116-300 equalizes the parking fees and the annual payment for one EWSC campus, not a segmented campus.
- WAC 172-116-310 increases class B fines to parallel increase in fee structure. This provides for payment for services, not penalties.
- WAC 172-116-330 changes fund structure from general local fund 149 to a service fund.
- WAC 172-116-340 provides for increase in refunds in the annual reserve permit. The premise, as used here, states that no more than one-half of the parking fee can be refunded.

Chapter 172-116

TRAFFIC AND PARKING REGULATIONS

WAC

172-116-010	Introduction.
172-116-020	Purposes of regulations.
172-116-030	Applicable rules and regulations.
172-116-040	Authority of officers.
172-116-050	Permits required to park on college property.
172-116-060	Definition of valid parking permit.
172-116-070	Where to purchase permits (repealed March 1975).
172-116-080	Display of permits.
172-116-090	Responsibility of persons to whom permits are issued.
172-116-100	Allocation of parking space and priorities of applicants.
172-116-110	Faculty and staff permits.
172-116-120	Student permits.
172-116-130	Handicapped parking.
172-116-140	Special permits.
172-116-150	Visitors' permits.
172-116-160	Car pool permits.
172-116-170	Permit revocations.
172-116-175	Hearing provided.
172-116-180	Athletic parking (repealed March 1975).
172-116-185	Special Events parking.
172-116-190	Parking areas on campus.
172-116-200	Prohibited areas.
172-116-210	Parking within designated spaces.
172-116-220	Abandoned, disabled and inoperative vehicles.
172-116-230	Impounding or immobilizing illegally parked vehicles.
172-116-240	Liability of college.
172-116-250	Parking violations.
172-116-260	Regulatory signs.
172-116-270	Rules and regulations available.
172-116-280	Special traffic and parking regulations and restrictions authorized.
172-116-290	Effective hours of operation.
172-116-300	Fees.
172-116-310	Fines.
172-116-315	Student appeal.
172-116-320	Nonpayment of fines.
172-116-330	Disposition of fees and fines.
172-116-340	Refunds.

WAC 172-116-010 INTRODUCTION. The rules and regulations provided in this chapter have been established by the Board of Trustees of Eastern Washington State College acting on behalf of Eastern Washington State College to govern pedestrian traffic and vehicular traffic and parking upon all state lands devoted to the educational, recreational, research, and living activities of Eastern Washington State College.

WAC 172-116-020 PURPOSES OF REGULATIONS. The purpose of these regulations are:

- (1) To control parking on college owned or college leased parking lots.
- (2) To assure access at all times for emergency equipment.
- (3) To expedite Eastern Washington State College business, protect state property, and provide maximum safety and convenience.
- (4) To provide funds to obtain and maintain suitable campus parking and traffic facilities.

WAC 172-116-030 APPLICABLE RULES AND REGULATIONS. The traffic and parking regulations which are applicable upon state lands devoted to the educational, recreational, research, and housing activities of Eastern Washington State College are as follows:

- (1) The motor vehicles and other traffic laws of the State of Washington;
- (2) The traffic code of the City of Cheney; and
- (3) Special regulations set forth in this chapter.

WAC 172-116-040 AUTHORITY OF OFFICERS. The employees of the Eastern Washington State College Office of Campus Safety when duly sworn, shall be peace officers of the State of Washington and have such police powers as are vested in sheriffs and peace officers generally under the laws of the State of Washington pursuant to RCW 28B.10.550, RCW 28B.10.555, and by board resolution through which the Board of Trustees of Eastern Washington State College did commission campus safety officers as peace officers of the State of Washington. Non-commissioned personnel of Eastern Washington State College Office of Campus Safety shall have authority to enforce traffic and parking regulations on state lands devoted to the educational, recreational, research, and housing activities of Eastern Washington State College.

WAC 172-116-050 PERMITS REQUIRED TO PARK ON COLLEGE PROPERTY. Except as provided in subsections (1), (2), and (5) of this section, no student, faculty, or staff shall park upon the land of Eastern Washington State College without a permit issued by the Vice President for Business & Management or his authorized designee pursuant to the authority granted by the Board of Trustees of Eastern Washington State College.

- (1) Visitors to the campus may park in college parking lots in spaces provided for their use and marked accordingly. Visitors shall secure a guest parking permit from the Office of Campus Safety. These permits shall be issued without charge.
- (2) Vehicles owned by the government of the United States of America, the State of Washington, or any of its political subdivisions, may be parked in any college parking lot without a permit, except that they may not be parked in reserved or handicapped parking spaces.
- (3) No vehicle shall be parked on college land except in those areas set aside as parking places or areas.
- (4) No vehicle longer than a 3/4-ton pickup truck, no camper, trailer, or bus, and no pickup equipped with a camper shall park on a college parking lot without the special permission of the campus police chief.

- (5) Any vehicle, parking in a college parking lot which requires cash payment to park or which has been set aside for free parking, is not required to display a college parking permit.

WAC 172-116-060 DEFINITION OF VALID PARKING PERMIT. A parking permit is a certification of permission to park in designated lots on the Eastern Washington State College campus.

- (1) The parking permit shall consist of a decal denoting the assigned parking lot and the academic quarter for which the vehicle is registered to park.
- (2) A guest permit shall consist of a card or decal issued by the Office of Campus Safety and showing the license number of the vehicle, the parking lot to which assigned, and the expiration date of the permit.
- (3) Any parking permit shall be issued subject to the rules and regulations stated herein and shall be displayed on the vehicle in accordance with such rules and regulations.

WAC 172-116-070 is hereby repealed.

WAC 172-116-080 DISPLAY OF PERMITS. The parking permit, if a decal, will be placed on the upper edge of the rear bumper on the left hand (driver's) side of the vehicle. Guest permits, if a card, shall be attached to the interior rear view mirror or visibly placed on the dash in front of the steering wheel.

- (1) Permits not displayed in accordance with the provisions of this section shall not be valid.
- (2) Vehicles using straight-in or diagonal parking spaces shall park with the front of the vehicle headed into said spaces or toward the curb.

WAC 172-116-090 RESPONSIBILITY OF PERSONS TO WHOM PERMITS ARE ISSUED. The person to whom a permit is issued pursuant to these regulations shall be responsible for all violations of these regulations involving the vehicle for which the permit was issued and to which it was affixed; provided, however, that such responsibility shall not relieve other persons who violate these rules and regulations.

WAC 172-116-100 ALLOCATION OF PARKING SPACE AND PRIORITIES OF APPLICANTS. The parking space available on the campus shall be allocated by the campus police chief among applicants for permits in such a manner as will best effectuate the objectives of these rules and regulations as stipulated in WAC 172-116-020. In making such allocation of parking spaces, the campus police chief may consult with and receive the advice of the safety committee of Eastern Washington State College. Unless in his opinion the objectives of these regulations would otherwise be better served, the campus police chief shall observe the following priorities in the issuance of permits to applicants:

- (1) Faculty, staff, and students who are physically handicapped and meet the eligibility requirements of WAC 172-116-130.
- (2) Faculty and staff who require a vehicle to go to and from work, and who reserve parking.
- (3) Faculty and staff who require a vehicle to go to and from work, but do not reserve parking.
- (4) Students attending college, who have vehicles and desire or are required to park said vehicles on college parking lots.
- (5) Persons requiring special consideration must contact the Office of Campus Safety three (3) weeks prior to the ending of the preceding quarter for each quarter where special consideration is needed. Items (1) through (4) of this section shall govern this application. Otherwise, parking spaces and lots shall be allocated on a first come-first served basis.

WAC 172-116-110 FACULTY AND STAFF PERMITS. Any member of the faculty or staff whose employment is at least half time shall be eligible for a faculty and staff parking permit.

- (1) Annual reserved parking stalls or parking spaces will be provided for those faculty and staff requesting the same. Upon payment of the fee for such reserved parking, a sign shall be erected reserving the stall by the license number of the vehicle or vehicles which shall be allowed to park in that space. Quarterly reserved parking stalls or parking spaces are not available.
- (2) Faculty and staff shall be assigned to lots, and are restricted to parking in the assigned lot unless issued a special permit authorizing parking in other lots as provided in WAC 172-116-140.
- (3) Faculty and staff owning more than one (1) vehicle and wishing to park more than one vehicle will, at the time of original purchase and upon request, be issued more than one parking permit, provided that only one (1) vehicle shall be parked on campus lots at one time. Such duplicate permits shall be issued for a handling fee of one dollar (\$1.00).
- (4) Part-time faculty and consultants to the college may secure a guest permit as provided in WAC 172-116-150.
- (5) Holders of annual decals may petition the campus police chief for parking in a different parking lot when their working locations on campus significantly change. The campus police chief will approve only when space is available in the requested lot and the requester pays a duplicate decal fee of one dollar (\$1.00).

WAC 172-116-120 STUDENT PERMITS. Students who commute to campus and students living in campus dormitories who wish to park their vehicles on campus must purchase a student permit. Eastern Washington State College students not attending classes in Cheney may secure a guest permit as provided in WAC 172-116-150.

WAC 172-116-130 HANDICAPPED PARKING. Spaces or stalls shall be set aside in certain parking lots adjacent to campus buildings for the exclusive use of handicapped faculty, staff, and students whose physical condition makes it difficult to go to and from classes and buildings.

- (1) Persons wishing to utilize handicapped parking spaces must register as a handicapped person at the time the parking permit is issued. The applicant may be required to secure a written statement from a qualified physician outlining the nature of the handicap and recommended preferred parking.
- (2) A person temporarily handicapped by injury or illness may be authorized to utilize handicapped parking by presenting a statement from his or her physician outlining the nature of the handicap and recommended preferred parking. Permission to use handicapped parking on a temporary basis shall be extended only for the period of the handicap, and shall be revoked when the person returns to normal health.

WAC 172-116-140 SPECIAL PERMITS. Faculty and staff may be issued special permits authorizing parking in any campus lot when their vehicle is used in connection with their duties as employees of Eastern Washington State College. Parking in a lot other than that to which originally assigned shall be on a "space available" basis only, and shall not authorize such faculty or staff to park in a reserved or handicapped space or stall. Applications for special permits shall be approved by the Vice President for Business and Management after review and written recommendation by his designees.

WAC 172-116-150 VISITORS' PERMITS. Guests, visitors, salesmen, service-men, vendor representatives, and others doing business with the institution may be issued visitors' permits allowing them to park in designated lots on campus providing such visitor registers at the College Information Center. Such permits are issued without charge at the discretion of the campus police chief upon request by the owner/operator of the parked vehicle.

- (1) Parking on the campus will not be provided to persons intending to make personal solicitations from or personal sales to college employees or students.
- (2) Visitors' permits shall not allow the user to park in reserved or handicapped spaces or stalls.
- (3) Visitors' permits shall be in the form provided in WAC 172-116-060 (2).

WAC 172-116-160 CAR POOL PERMITS. Duplicate parking permits shall be issued to each car pool but shall not exceed five (5) in number for each pool. A fee of one dollar (\$1.00) is assessed for each duplicate issued. At no time shall more than one (1) vehicle bearing the duplicate decal number be parked in college parking lots.

WAC 172-116-170 PERMIT REVOCATIONS. Parking permits are the property of the college and may be recalled, revoked, or suspended for violation of any provision of these parking regulations and without right to prior notice or hearing for the following reasons:

- (1) When the purpose for which the permit was issued changes or no longer exists, the permit may be revoked.
- (2) When a permit is used on an unregistered vehicle or by an unauthorized individual, the permit may be revoked, and the vehicle and/or permit holder shall be subject to citation.
- (3) Falsification on a parking permit application shall be grounds for permit revocation.
- (4) Continued violations of parking regulations shall be grounds for permit revocation.
- (5) Counterfeiting or altering of parking permits shall be grounds for permit revocation and subjects the offender to citation.

WAC 172-116-175 HEARING PROVIDED. Cancellation or revocation of any parking permit because of any of the causes stated in WAC 172-116-170 (2) through (5) may be appealed to the Vice President for Business and Management, who shall then refer the matter to a hearing before a special hearing officer designated by the Vice President. The hearing shall conform to the due process requirements of the Eastern Washington State College student code and the decision of the hearing officer shall be final.

WAC 172-116-180 is hereby repealed.

WAC 172-116-185 SPECIAL EVENTS PARKING. Persons attending scheduled special events at Eastern Washington State College may park in college parking lots during the event, on a "space available" basis and subject to any posted limitations and parking charges but no vehicle so parked shall occupy a reserved or handicapped space or stall.

WAC 172-116-190 PARKING AREAS ON CAMPUS. Each authorized parking lot on the Eastern Washington State College campus shall be designated as such by a sign proclaiming that it is a parking lot and that only registered vehicles shall be allowed to park therein, excepting those lots requiring cash payment or which have been set aside for free parking. Each lot will be given a separate and distinguishing number or letter, and only vehicles assigned to that lot shall be allowed to park therein, except as provided in WAC 172-116-050 (5), WAC 172-116-140, and WAC 172-116-185.

WAC 172-116-200 PROHIBITED AREAS. No vehicle shall be parked in any driveway, emergency access, sidewalk, lawn, or any other area not designated as a parking lot. Unless otherwise provided for, no vehicle shall be parked within sixteen (16) feet of any building or structure on the Eastern Washington State College campus or in any area when a "no parking" sign is posted.

WAC 172-116-210 PARKING WITHIN DESIGNATED SPACES.

- (1) No vehicle shall be parked so as to occupy any portion of more than one (1) parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.
- (2) Certain areas may be set aside for the parking of compact vehicles and shall be so designated. Any other vehicle using such a space shall be subject to citation, impound, or both.

WAC 172-116-220 ABANDONED, DISABLED, AND INOPERATIVE VEHICLES. No disabled or inoperative vehicle shall be parked on the campus for a period in excess of seventy-two (72) hours. Vehicles which have been parked for periods in excess of seventy-two (72) hours and which appear to be disabled or inoperative may be impounded and stored at the expense of either or both the owner and operator thereof. Neither the college nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

WAC 172-116-230 IMPOUNDING OR IMMOBILIZING ILLEGALLY PARKED VEHICLES. The campus police chief or his authorized designee may order the impound and storage of, or immobilization of any vehicle parked in areas where parking is not allowed, or parked in a space reserved for another vehicle, or illegally parked in a handicapped or visitor's space, or having three (3) or more unpaid citations against said vehicle. The impounding and storage shall be at the expense of either or both the owner and operator of the impounded vehicle. The owner or operator of the impounded vehicle shall not recover his vehicle until he has paid a fine in the amount of five dollars (\$5.00) to the college or has made satisfactory arrangements with the college police chief. Neither the college nor its employees or representatives shall be liable for loss or damage of any kind resulting from such impounding, storage, or immobilization.

WAC 172-116-240 LIABILITY OF COLLEGE. The college assumes no liability for vehicles parked on college properties. The college rents space to individuals desiring to park on the campus and who purchase a parking permit. However, no bailment is created by the purchase of a permit.

WAC 172-116-250 PARKING VIOLATIONS. The following designated acts or practices will be deemed parking violations for which a violation citation may issue, impound occur, or both, in regard to:

- (1) Parking a vehicle in a campus lot in which registration and permits are required, when such vehicle is not registered or does not display a valid permit.
- (2) Parking a vehicle in a space or stall reserved by a faculty or staff member, unless the parked vehicle is registered for that space or stall.
- (3) Parking a vehicle in a space or stall reserved for handicapped students not displaying a handicapped parking permit.
- (4) In those lots in which a parking permit is required for such specific lot, parking a vehicle that does not display a parking permit authorizing parking in such designated lot.

- (5) Parking a vehicle in such a manner as to occupy more than one (1) space or stall.
- (6) Parking a vehicle in an area not specifically posted for parking, such as service areas, driveways, loading zones, or areas with yellow curb.
- (7) Parking vehicles registered for student, faculty, or staff parking in a space or stall reserved for visitor parking.
- (8) Parking vehicles registered to student, faculty, or staff in a space or stall reserved for metered parking without paying meter fee.

Vehicles in violation of one (1) or more of these rules and regulations may be subject to citation on one or more of the violations and may be given more than one citation. The fact that that particular violation does not appear in this section, shall not be construed to mean that a violation of any of the remainder of the rules contained in this chapter does not exist, and shall not invalidate the citation lawfully issued under these rules, or be a defense for the appeal of the citation or limit the culpability of the person to whom the citation is issued.

WAC 172-116-260 REGULATORY SIGNS. Drivers of vehicles shall obey regulatory signs and signs related to the collection of parking fees posted by the college. Drivers of vehicles shall also comply with directions given them by campus safety officers or other representatives of the Office of Campus Safety in the control and regulations of traffic and parking.

WAC 172-116-270 RULES AND REGULATIONS AVAILABLE. These rules and regulations shall be made available to the College Information Center and other appropriate locations on campus and shall be available in abbreviated form to all persons securing a parking permit at Eastern Washington State College. Not being familiar with, or ignorance of one or more of these rules and regulations shall not constitute a defense for violation of a rule or regulation and shall not limit the culpability of a person to whom the violation citation is issued.

WAC 172-116-280 SPECIAL TRAFFIC AND PARKING REGULATIONS AND RESTRICTIONS AUTHORIZED. Upon special occasions causing additional heavy traffic, during emergencies, or during construction of campus facilities, the President of the college, the Vice President for Business and Finance, or the campus police chief, or their authorized designees, are authorized to impose additional traffic and parking regulations or modify the existing rules and regulations for the achievement of the general objectives provided in WAC 172-116-020.

WAC 172-116-290 EFFECTIVE HOURS OF OPERATION. The traffic and parking regulations shall be effective at all times.

WAC 172-116-300 FEES. All faculty, staff, and student vehicles shall be issued parking permits upon payment of the fees listed below, under the priorities of WAC 172-116-100.

- (1) The fee for parking in any non-free lot shall be ten dollars (\$10.00) per quarter for every quarter or portion thereof.
- (2) The annual fee for parking in any non-free lot shall be thirty dollars (\$30.00).
- (3) The annual reserved parking fee in any non-free lot shall be seventy dollars (\$70.00).
- (4) The parking fee for Conferences and Workshops shall be one dollar (\$1.00) for each week or portion thereof.
- (5) To ensure the availability of a parking space in the same lot, persons returning for the following academic year may purchase their parking decals during the month of June by paying fees as specified in WAC 172-116-300 (1) through (3) above.

WAC 172-116-310 FINES. Citations issued to faculty, staff, or students of Eastern Washington State College are payable at no greater than the following rates:

- (1) Fines for Class A parking citations paid within a twenty-four (24) hour period shall be three dollars (\$3.00), payable at the Campus Safety Office. Fines for Class B parking citations paid within a twenty-four (24) hour period shall be two dollars (\$2.00), payable at the Campus Safety Office. In cases where the citation is issued the day before a holiday or weekend, the twenty-four (24) hour period shall not include the holiday or weekend and the fine may be paid the following workday without additional penalty.
- (2) Fines for Class A parking citations paid after twenty-four (24) hours, but within seven (7) days, shall be six dollars (\$6.00), payable at the Campus Safety Office. Fines for Class B parking citations paid after twenty-four (24) hours but within seven (7) days shall be four dollars (\$4.00) payable at the Campus Safety Office.
- (3) Fines for Class A parking citations paid after a period of seven (7) days shall be nine dollars (\$9.00), payable at the Campus Safety Office. Fines for Class B parking citations paid after a period of seven (7) days shall be six dollars (\$6.00), payable at the Campus Safety Office.
- (4) Fines for parking citations referred to the Cheney Justice Court shall be at the rate determined by the judge of said Justice Court and payable to the court.
- (5) Fines levied on students by the student traffic court upon appeal by the person to whom the citation was issued shall be not more than nine dollars (\$9.00) for Class A citations and six dollars (\$6.00) for Class B citations provided that said appeal is made prior to the expiration of seven (7) days after the citation is issued. Said fines are payable at the Campus Safety Office.
- (6) Class A citations shall include: parking in safety zones, service drives, handicapped spaces, reserved spaces, bus zones, or within fifteen (15) feet of a fire hydrant. All other parking violations shall be Class B.
- (7) The campus police chief or his designee is permitted to reduce fines where mitigating circumstances are evident.

WAC 172-116-315 STUDENT APPEAL. Students may appeal citations to the Associated Student Traffic Court within seven (7) calendar days of violation.

WAC 172-116-320 NONPAYMENT OF FINES. Students, faculty, or staff who do not pay the fines listed above or resolve the issue(s) in question within seven (7) days of the issuance of the citation may be referred to the Cheney Justice Court. Citations so referred will result in the issuance of a summons from the Cheney Justice Court. Failure to comply with the summons of the Justice Court results in an arrest warrant issued for the owner and/or operator of the vehicle to which the citation is issued.

WAC 172-116-330 DISPOSITION OF FEES AND FINES. The Vice President for Business and Finance shall deposit all proceeds from fees and fines collected pursuant to these regulations in the parking facilities fund of the college. All costs of operating, maintaining, and patrolling the campus parking lots and all direct costs of administering these regulations shall be charged against this fund. The Vice President for Business and Finance shall make an annual report of the surplus of revenue over expenses to the President. Such surplus funds as may be realized shall be available for the construction of additional parking facilities as the Board of Trustees deems necessary.

WAC 172-116-340 REFUNDS. Students, faculty, and staff holding annual permits who terminate their education or employment with the college during the year, or who, for any other reason, no longer require a parking permit, may receive a refund under the schedule below.

- (1) Students, faculty, and staff with annual permits to park in college lots may receive a refund of fifteen dollars (\$15.00) if application is made prior to the close of Fall Quarter or seven dollars and fifty cents (\$7.50) if application is made prior to the close of Winter Quarter.
- (2) Students, faculty, and staff with annual reserve permits to park in college lots may receive a refund of thirty-five dollars (\$35.00) if application is made prior to the close of Fall Quarter and seventeen dollars and fifty cents (\$17.50) if application is made prior to the close of Winter Quarter.
- (3) Applications for refund must be accompanied by the parking permit or the scrapings thereof.
- (4) Persons holding quarterly permits shall not be eligible for a refund of the parking fee unless such refund is made for the convenience of the college.

To Dr. H. George Frederickson, President
From Fred S. Johns, Vice President for Business and Finance
Date June 20, 1977
Subject Extension of Contract with Washington Federation of State Employees

The Board of Trustees and the Washington Federation of State Employees agreed to a contract for the period July 1, 1974 through June 30, 1976, and last year agreed to an extension through June 30, 1977. (Attached.)

The Federation has indicated its desire to extend the contract for one more year, to June 30, 1978. The terms of the existing contract are also satisfactory to management, and I recommend that the Board of Trustees approve extension of the contract.

FSJ:kem

memo

EASTERN WASHINGTON STATE COLLEGE - Cheney, Washington 99004

ARTICLES OF INCORPORATION

of

EASTERN WASHINGTON UNIVERSITY FOUNDATION

The undersigned, as incorporators of a Washington State non-profit corporation (Revised Code of Washington 24.03) hereby adopt the following Articles of Incorporation for the Foundation:

ARTICLE I.

Name

The name of this non-profit corporation shall be EASTERN WASHINGTON UNIVERSITY FOUNDATION, (hereinafter called the "Foundation").

ARTICLE II.

Duration

The duration of this Foundation shall be perpetual.

ARTICLE III.

Purposes

3.1 Education: This Foundation is organized exclusively for charitable, scientific, research, and educational purposes including the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3).

3.2 Management: In furthering the purposes hereinbefore set forth, this Foundation is organized and operated to receive, hold, invest and administer property, whether real or personal, and to make expenditures to or for the benefit of Eastern Washington University.

ARTICLE IV.

Powers

4.1 Powers:

- (a) To have perpetual succession by its corporate name.
- (b) To sue and be sued, complain and defend, in its corporate name.

(c) To have a corporate seal which may be altered at pleasure, and to use the same by causing it, or a facsimile thereof, to be impressed or affixed or in any other manner reproduced.

(d) To purchase, take, receive, lease, take by gift, devise or bequest, or otherwise acquire, own, hold, improve, use and otherwise deal in and with real or personal property, or any interest therein, wherever situated.

(e) To sell, convey, mortgage, pledge, lease, exchange, transfer and otherwise dispose of all or any part of its property and assets.

(f) To purchase, take, receive, subscribe for, or otherwise acquire, own, hold, vote, use, employ, sell, mortgage, land, pledge, or otherwise dispose of, and otherwise use and deal in and with, shares or other interests in, or obligations of, other domestic or foreign corporations, whether for profit or not for profit, associations, partnerships or individuals, or direct or indirect obligations of the United States, or of any other government, state, territory, governmental district or municipality or of any instrumentality thereof.

(g) To make contracts and incur liabilities, borrow money at such rates of interest as the corporation may determine, issue its notes, bonds, and other obligations, and secure any of its obligations by mortgage or pledge of all or any of its property, franchises and income.

(h) To lend money for its corporate purposes, invest and reinvest its funds, and take and hold real and personal property as security for the payment of funds so loaned or invested.

(i) To conduct its affairs, carry on its operations, and have offices and exercise the powers granted by this chapter in any state, territory, district, or possession of the United States, or in any foreign country.

(j) To elect or appoint officers and agents of the corporation, and define their duties and fix their compensation.

(k) To make and alter bylaws, not inconsistent with its articles of incorporation or with the laws of this state, for the administration and regulation of the affairs of the corporation.

(l) To make donations for the public welfare or for charitable, scientific or educational purposes.

(m) To indemnify any trustee, director or officer or former trustee, director or officer of the Foundation, or any person who may have served at its request as a trustee, director or officer of another corporation, whether for profit or not for profit, against expenses actually and necessarily incurred by him or her in connection with the defense of any action, suit or proceeding in which he or she is made a party by reason of being or having been such trustee, director or officer, except in relation to matters as to which he or she shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty; but such indemnification shall not be deemed exclusive of any other rights to which such trustee, director or officer may be entitled, under any bylaw, agreement, vote of board of directors or members, or otherwise.

(n) To cease its corporate activities and surrender its corporate franchise.

(o) To have and exercise all powers necessary or convenient to affect any or all of the purposes for which the Foundation is organized.

(p) No portion of the corpus of a gift to the Foundation shall be invaded unless the donor specifically provides otherwise or there is a three-quarters affirmative vote of the Board of Trustees.

4.2 Limitation on Powers:

(a) Prohibited Transactions. The Foundation, or its trustees, employees or agents, shall be prohibited from entering into the following transactions with a creator of the Foundation, a person making a substantial contribution to the Foundation, a family member of such persons or a corporation controlled by such persons:

1. Paying compensation in excess of a reasonable allowance for personal services actually rendered;
2. Making services available on a preferential basis;
3. Making substantial purchase of securities or any other property for more than an adequate consideration or substantial sale of securities or any other property for less than an adequate consideration;
4. Lending any part of its income or corpus without the receipt of adequate security and a reasonable rate of interest.

Control for this purpose is defined as ownership, directly or indirectly, of 50% or more of the total combined voting power of all classes of stock entitled to vote or 50% or more of the total value of shares of all classes of stock of the corporation.

(b) Political Activities. No substantial part of the activities of the Foundation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Foundation shall not participate in, or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office, except that this prohibition shall not be interpreted to proscribe making available the results of nonpartisan analysis, study or research and shall not apply to any amount paid or incurred in connection with an appearance before, or communication to, any legislative body with respect to possible legislation which might affect the existence of the Foundation, its powers and duties, its tax exempt status, or its deduction of contributions to said Foundation.

(c) General. Notwithstanding any other provision of these articles, the Foundation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) or by a corporation, contributions to which are deductible under Section 170(c)(2).

ARTICLE V.

Membership

There shall be no membership.

ARTICLE VI.

Registered Office and Registered Agent

The registered office of this Foundation shall be _____, Cheney, Washington, 99004, and the name of the initial registered agent of the Foundation at such address shall be _____.

ARTICLE VII.

Incorporator

Incorporators shall be the Chairman of the Board of Trustees of EWU and the President of EWU.

ARTICLE VIII.

Dissolution

Upon the dissolution of the Foundation, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the Foundation, donate all of the remaining assets of the Foundation to Eastern Washington University or the State of Washington if Eastern Washington University is not in existence or unqualified to receive such assets. Any of such assets not so disposed of shall be disposed of by the Superior Court of the County in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for the purposes enumerated in these Articles.

ARTICLE IX.

Amendment

These Articles of Incorporation may be amended by a two-thirds vote of the trustees of the Foundation, excluding Trustees ex-officio, provided, that notice of such meeting shall include the substance of the proposed amendment to be brought before such meeting.

ARTICLE X.

Miscellaneous Provisions

10.1 Headings: Headings in these articles are intended to assist in location of specific provisions and are not controlling in interpreting the substantive provisions.

10.2 Internal Revenue Code: All references to Sections in these articles are made to the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, unless otherwise specified.

STATE OF WASHINGTON)
) ss.
COUNTY OF SPOKANE)

_____ and _____,
being first duly sworn on oath depose and say: They are the incorporators above named, they have read the within and foregoing instrument, know the contents thereof and believe the same to be true.

GIVEN under my hand and official seal this _____ day of _____, 1977.

NOTARY PUBLIC in and for the State
of Washington, residing at _____

BY-LAWS

OF

EASTERN WASHINGTON UNIVERSITY FOUNDATION

(A Washington State Non-Profit Corporation)

ARTICLE I.

Identification

1.1 Name: The name of this Foundation is Eastern Washington University Foundation.

1.2 Seal: The seal of the Foundation shall be circular in form and mounted upon a metal die suitable for impressing the same upon paper. Above the upper periphery the seal shall appear the words, "Eastern Washington University Foundation." In the center of the seal shall appear the words, "Corporate Seal" and the year of incorporation "1977".

ARTICLE II.

Trustees

2.1 Powers: The powers of the Foundation shall be vested in the Board of Trustees including the election of successor trustees.

2.2 Numbers: The Board of Trustees of the Foundation shall consist of not less than 15 nor more than 35 trustees excluding trustees ex-officio. Two members of the Board of Trustees shall be the President of EWU and the Vice President for Business and Finance of EWU.

2.3 Ex-Officio Trustees: Foundation trustees ex-officio shall consist of:

- (a) The entire Board of Trustees of EWU.
- (b) The President of EWU Alumni Association.
- (c) The President of the Faculty Organization of EWU.
- (d) The President of the Associated Students of EWU.
- (e) The Director of College Relations.

Trustees ex-officio shall not hold office unless otherwise provided herein and shall have full voting privileges except as limited.

2.4 Term:

(a) Each Trustee, except those serving by virtue of their office, shall hold office for three years. No trustee shall serve more than six consecutive years.

(b) No more than one-third of the trustees shall be subject to election or re-election in any one year, excluding trustees ex-officio.

(c) Whenever a vacancy is created on the Board of Trustees of the Foundation, the remaining trustees, excluding trustees ex-officio, shall elect a successor to complete the unexpired term.

2.5 Compensation: The Trustees shall receive no compensation for their services.

2.6 Quorum: A majority of the Trustees entitled to vote on a matter, represented in person or voting by mail, shall constitute a quorum at a meeting of trustees.

2.7 Voting: A trustee may vote either in person or by mail. There shall be no valid proxy.

2.8 Meetings:

(a) Place. Meetings of the Trustees shall be held at the registered office of the Foundation, or such other location as the President of the Foundation shall direct.

(b) Annual Meetings. The annual meeting shall be held during the spring quarter of each academic year.

(c) Special Meetings. Special meetings of the Foundation Trustees may be called by not less than ten percent of all the Trustees entitled to vote at the meeting or by the President of the Foundation.

(d) Notice of Meetings. Written notice stating the place, day, and hour of the meeting shall be delivered not less than ten nor more than fifty days before the date of the meeting, either personally or by mail. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the Foundation Trustee. Waiver by a Trustee in writing of a notice shall be equivalent to the giving of such notice.

2.9 Election: The trustees shall be elected by a majority of the Board of Trustees of the Foundation excluding trustees ex-officio at the annual meeting.

The initial Foundation Board of Trustees shall be appointed in such a manner that one-third hold office until the first annual meeting, one-third shall hold office until the second annual meeting and one-third shall hold office until the third annual meeting, whereupon successors shall be elected to three year terms. The initial Board of Trustees shall be appointed by the President of EWU with the advice and consent of the Board of Trustees of EWU and the chairperson of the EWU Development Council.

ARTICLE III.

Officers

3.1 Officers: The officers of the Foundation shall consist of a President, Vice-President, Secretary and Treasurer and such other subordinate officers as the Board of Trustees may designate. No one person shall serve in more than one office.

3.2 Duties of President: The President of the Foundation shall preside at all meetings of the Board of Trustees and shall have general supervision of the affairs of the Foundation subject only to the direction of the Foundation Board of Trustees. The President, may, subject to the approval of the Executive Committee, appoint such standing and special committees as he or she deems advisable. The President shall be responsible for the general supervision of corporate affairs but may delegate such duties to other persons as he or she deems advisable.

3.3 Duties of the Vice-President: The Vice-President or Vice-Presidents of the Foundation shall perform such duties and have such areas of responsibility as the Board of Trustees shall prescribe.

3.4 Duties of Secretary: The Secretary shall attend all meetings of the Trustees and the Executive Committee, and shall keep, or cause to be kept, in a book provided for the purpose, a true and complete record of the proceedings of those meetings. The Secretary shall be custodian of the records and seal of the Foundation

and see that the seal is affixed to all documents, the execution of which is duly authorized as being on behalf of the Foundation.

The Secretary shall also be responsible for giving all notices and shall perform such other duties as the Board of Trustees shall prescribe.

3.5 Duties of Treasurer: The Treasurer shall keep correct and complete records of account, showing accurately at all times the financial condition of the Foundation. The Treasurer shall be the legal custodian of all monies, notes, securities, and other valuables that may from time to time come into the possession of the Foundation. The Treasurer shall furnish at meetings of the Trustees, or whenever requested, a statement of the financial conditions of the Foundation, and shall perform such other duties as the By-Laws may provide or the Trustees may prescribe. The Treasurer shall be the Vice-President of Business and Finance for EIU. The Treasurer shall furnish full and accurate reports of receipts and disbursements to the Board of Trustees at the annual meeting.

3.6 Special Acts: All checks, drafts, notes, bonds, bills of exchange and other negotiable instruments, deeds and contracts of the Foundation shall, unless otherwise directed by the Trustees, or unless otherwise required by law, be signed by the President and any one of the below listed officers or by any two of the following officers who are different persons: Vice-President, Secretary, Treasurer or any other officer of the Foundation. The Trustees may, however, authorize any one of said officers in writing or by resolution to sign any such instrument without necessity of counter signature.

3.7 Administrator: The Trustees may employ an administrator to direct and supervise, subject to the Executive Committee's direction and control, the day to day activities of the Foundation, with such powers and duties, for such period of time and at such compensation as the Trustees may determine.

3.8 Term: The term of each officer shall be one year or until a successor is chosen however in no event shall an officer hold office

for more than four consecutive years.

3.9 Election: Officers shall be elected by a majority of the Foundation Board of Trustees, excluding trustees ex-officio. The election of officers shall take place at the annual meeting of the Board of Trustees. Vacancies shall be filled by appointment of the President of the Foundation until a meeting can be convened but not later than the next annual meeting. An officer elected at a special meeting shall serve until the next annual meeting.

ARTICLE IV.

Committees

4.1 Executive Committee: Subject to approval of the Foundation Board of Trustees, the Foundation President shall appoint four trustees to serve with the President of the Foundation, as chairman, as an Executive Committee to exercise all the delegable powers and duties of the Board of Trustees during the interim between Board meetings but subject to the direction and control of the Foundation Board. In addition to the above appointments, the President of EWU and a college Board member selected by the Board of Trustees of Eastern Washington University shall also serve on the Executive Committee. Four members of the Executive Committee shall constitute a quorum for the transaction of business. All action by the Executive Committee shall be promptly reported to all Foundation Trustees.

4.2 Investment Committee: Subject to approval of the Executive Committee, the President of the Foundation Board of Trustees shall appoint annually a minimum of five persons to serve as the Investment Committee and shall name one of them to serve as chairman, who shall be a Trustee. Those selected for service on this committee shall have a broad background of experience in the field of investments. It shall be the function of the committee to propose overall policy on investments, to recommend specific investment opportunities, and to guide and counsel the administrator in the management of the Foundation funds. Policies established by this committee must be ratified and approved by the Foundation Board of Trustees.

4.3 Nominating Committees: Prior to each annual meeting, the President of the Board of Trustees of the Foundation shall appoint a nominating committee consisting of at least three Trustees of the Foundation, one of whom may be the President of Eastern Washington University. This committee shall be appointed sufficiently in advance of the annual meeting to permit the Secretary of the Foundation to include the report of the committee in the notice of the annual meeting. The committee shall nominate at least one person for each vacancy on the Foundation Board of Trustees. Terms of newly elected trustees shall begin immediately upon election.

4.4 Special Committees: The Foundation Board of Trustees may create such other committees, standing or temporary, and with such powers or duties, as the Board may deem fit. Membership on such committees need not be limited to Trustees, but the chairman of such committee shall be a Foundation Trustee.

ARTICLE V.

Rules at Meetings

Roberts' Revised Rules of Order shall govern all meetings of the Board of Trustees of the Foundation and any subcommittees thereof, unless in conflict with the laws of the State of Washington, or the Articles of Incorporation or the By-Laws of this Foundation.

ARTICLE VI.

Indemnification

6.1 The Foundation indemnifies any person who was, or is, or is threatened to be made a party to a suit by reason of the fact that he is or was a trustee, director, or officer of the Foundation.

6.2 Scope of Indemnification: Indemnification shall extend to payment of expenses, including reasonable attorney's fees, judgments and amounts paid in settlement, provided the amount paid is actually and reasonably incurred in connection with the litigation.

6.3 Standard of Conduct: Generally, the indemnification of any person referred to herein shall be conditioned upon:

(a) The personal services rendered were reasonable and necessary to carry out the exempt purposes of the Foundation.

(b) The person so acting acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the Foundation and he did not act willfully and without reasonable cause.

6.4 Determination of Conduct:

(a) Unless ordered by a court of competent jurisdiction indemnification shall be authorized only as follows:

1. The person sued is successful in his defense.
2. The proceeding is terminated by settlement and it is determined that the party has not acted willfully and without reasonable cause.

6.5 Insurance: The Foundation is authorized to purchase indemnity insurance on behalf of any person to indemnify itself or that person provided in no event shall the Foundation purchase indemnification insurance payable to the Foundation for penalties incurred by an officer, director, employee or agent of said corporation.

(a) Interpretation: This provision is intended as an enabling provision pursuant to the authority granted by RCW 24.03., however, the authority conferred herein is also not intended to violate the restrictions of the Internal Revenue Code which prescribes the use, procurement and expense of indemnification insurance.

ARTICLE VII.

Amendments

These By-Laws may be altered or amended by a majority vote of the Foundation Board of Trustees excluding trustees exofficio of this Foundation present at any regular or special meeting of the Board of Trustees; provided, a quorum is present and provided, further, that notice of such meeting shall include the substance of the proposed amendment to be brought before such meeting.

ARTICLE VIII.

Financial

3.1 Fiscal Year: The fiscal year of the Foundation shall begin on the first day of July each year and end on the last day of June one year subsequent.

3.2 Audit and Financial Reports:

(a) An independent auditor appointed or approved by the Foundation Board of Trustees shall at such time as the Board of Trustees may determine, but at least annually, prepare for the Foundation as a whole a consolidated financial statement, including a statement of combined capital assets and liabilities, and a statement of income, expenses and distributions, and a list of projects and/or organizations to or for which funds were used or distributed for charitable purposes, and such other additional reports or information as may be ordered from time to time by the Board of Trustees. The auditor shall also prepare such financial data as may be necessary for returns or reports required by state or federal government to be filed by the Foundation. The auditor's charges and expenses shall be proper expenses.

(b) The Board of Trustees shall at least annually make such distribution of a written report of its financial condition, activities, and distributions to representative persons and organizations in the County of Spokane and the vicinity there (including to at least one daily newspaper of general circulation in the County of Spokane, and to at least one radio station and television station or other news distribution organization in such area) as will, in the opinion of the Foundation Board of Trustees, reasonably inform the interested public of the operations of the Foundation.

3.3 Fiduciary Responsibility; Acting in Good Faith: Each member of the Foundation Board of Trustees shall serve in a fiduciary capacity, and shall exercise his powers in such manner as not to disqualify any gift from deduction as a charitable contribution, gift or bequest in computing any Federal income, gift or estate tax of the donor or his estate, and not to disqualify the Foundation from federal income tax exemption as a qualified charitable organization.

and/or from classification as a public charity. Neither the Board of Trustees, nor any of its members individually, shall be liable for acts, neglects or defaults of an employee, agent or representative selected with reasonable care, nor for anything it may do or refrain from doing in good faith, including the following if done in good faith: errors in judgment, acts done or committed on advice of counsel, or mistakes of fact or law.

C E R T I F I C A T E

I, _____, certify that I am the Secretary of EASTERN WASHINGTON UNIVERSITY FOUNDATION; that this instrument is a full, true and correct copy of the By-Laws of the Corporation adopted at the first meeting of the Trustees held on the _____ day of _____, 1977.

I have signed this Certificate on the ____ day of _____, 1977.

S E C R E T A R Y

To H. George Frederickson
From Philip R. Marshall
Date June 21, 1977
Subject By-Law Amendment: Teaching Loads

It is recommended that the By-Law relating to faculty teaching loads be revised. This is a consequence of the Legislative Budget Committee Audit of Faculty Utilization and our subsequent revisions of teaching loads in response to the audit. The current By-Law and the recommended By-Law are given below:

Current

402.40.00. Faculty Teaching Loads. The standard average teaching load is 12 credit hours per week. Variations from this standard may be obtained, based upon number of students, type of instruction, departmental arrangements for distributing loads, and assistance available, as approved by the Vice President for Academic Affairs.

Recommended

402.40.00. Faculty Teaching Load. The average teaching load for the academic year shall be 36 teaching units. The teaching unit is a function of credit hours, contact hours, course level, class size and instructional model. Regulations governing faculty teaching loads have been formulated by faculty committees and the College administration. They are subject to annual review and any changes must be considered by the Faculty Affairs Council and the Academic Senate. Data on faculty teaching loads are collected quarterly and audits of faculty utilizations are conducted annually, and reports submitted to the College administration.

memo

EASTERN WASHINGTON STATE COLLEGE - Cheney, Washington 99004

memo

EASTERN WASHINGTON STATE COLLEGE - Cheney, Washington 99004

Attachment III. B. 4. b.

To H. George Frederickson
From Philip R. Marshall
Date June 22, 1977
Subject Promotion Procedures

The current faculty promotion procedures were introduced in 1975 on a two-year trial basis.

A faculty committee was appointed to study the promotional process and to make recommendations to the Academic Senate. The committee recommended several basic changes in the current process, but the Senate declined to accept any changes beyond a change in the form used for student evaluations of instructors. Accordingly, the Senate has voted to extend the current promotional system for one year, and has directed that study of the process be continued.

Accordingly, I recommend that Eastern's By-Law 403.40 (temporary By-Law) be extended through academic year 1977-78.

EASTERN WASHINGTON STATE COLLEGE
CHENEY, WASHINGTON 99004

(509) 359-2371

OFFICE OF THE PRESIDENT

June 20, 1977

TO: Board of Trustees
FROM: H. George Frederickson
RE: Proposal for Intercollegiate Athletics

History and Charge

The Board of Trustees, in July, 1976, requested a review of the College's Intercollegiate Athletic Program. In consultation with faculty and student leadership, I appointed an ad hoc committee to execute the charge. The Intercollegiate Athletic Evaluation Committee (IAEC) held its first meeting on February 4, 1977, with Fred Johns presiding. Other members of the committee are C. Peggy Gazette, Vice Chairman; Kenneth Dolan; J. Eugene Fletcher; Rae Theodore Gibbons, Jr.; Walter M. Hartman; Richard E. Hoover; Evan Jones; Sarah A. C. Keller; Art Martin; Gerald R. Martin; and John Witt. The committee's charge was: to evaluate the current athletic program in relation to its own aims, Eastern's goals, public relations, and such other of the University's programs upon which it bears. The committee understood that its final report would contain specific recommendations for change or no change and would address itself to the general problem of funding, in addition to overall athletic policy matters.

Committee Procedure

All meetings were open, advertised and civil. Special interest spokespersons were urged to attend, write or otherwise communicate their concerns to the committee. Many did. No one's concerns were dealt with summarily. HPERA Department personnel contributed much time and energy toward the enlightenment of the committee. Those most closely connected to athletics were invited to specify problem areas and to present specific recommendations. The committee sent its proposals to the Academic Senate and to the Associated Students Legislature for discussion and comment before drafting a final report to me.

Aims and Ideals

The fact that athletics, both intramural and intercollegiate, are part of HPERA's total program is not an administrative accident. Athletics' separation in the major universities is an accident, and while the separation has led to some winning efforts, it has also been the cause of an undue emphasis on winning. Athletics is an integrated program, with functional relationships to the academic and professional programs within the department. The philosophy and objectives of the department are, therefore, pertinent to any assessment of the athletics segment. Accordingly, a statement to that end is attached (Attachment A). In short, HPERA is about health and physical activity. Good health, recreation, aesthetics, and competition are treated

as logically and functionally related aspects. More specifically, the aim of athletics is to provide competitive and performing experiences in as many areas and for as many participants as interest dictates and funds permit, and at the highest level commensurate with each participant's ability. Since the emphasis is on the optimum development of individuals, no one activity has any greater importance than any other. An ideal intercollegiate program is one which encompasses as many activities as interest and opportunity for competition allow. The aim of each activity within the program is excellence. Priority criteria are developed elsewhere in this proposal; their application, however, should always be judiciously weighed against these general objectives.

Historically, at Eastern Washington University, programs have been initiated whenever there was sufficient interest and often when the fiscal means were nominal. Typically, activities other than the so-called major sports have gone from intramural to club status, to team or varsity status. Soccer would appear to be in just such a transitional status at the present time. This procedure is consistent with the aims of the program.

Title IX Compliance

The members of the committee were aware of the impact of Title IX of the Education Amendments of 1972, and believe that the expanded and upgraded program proposed here would meet federal guidelines. However, the Athletic Policy Board will be determining funding levels for each activity and administering the financial aid program, and will formulate policy which will, to a significant degree, determine University compliance with the regulations. This board must provide for proper balance and recognize that the Title IX regulations are binding and take precedence over conference regulations or other administrative rules.

Impact on Supportive Activities

The Athletic Program proposed herein will have a direct financial impact upon several supportive activities. Two such activities, cheerleading and supportive music activities, were of particular concern to the committee. Further, it was acknowledged that there would be some impact on the Easterner with increased coverage of games. The major impact would appear to be on supportive musical activities, as the attached budget material and rationale from the Music Department will show (Attachment B). Lacking the authority to do so, the committee took no official position on specific budgets, including the Athletic budget. The committee recommended an expanded and upgraded athletic program which, if it is to be successful, must have substantial financial support, both within the athletic budgets and in supportive budgets.

RECOMMENDATIONS

Athletic Policy Board

I recommend that the existing Athletic Council be replaced by an all-University Athletic Policy Board. The Board will serve as the policy development body for Eastern Washington University athletic programs and will report and make recommendations directly to the President.

The Board will be responsible for institutional compliance with Title IX regulations as they affect the athletics program. The Board will determine the number and kinds of sports activities to be offered at Eastern; it will be responsible for the distribution of all athletic revenue, including gate receipts, guarantees and the Service and Activity Fees revenue dedicated to the athletic program. It will approve the various sports budgets, and the distribution by sport of the grants and aid and campus jobs. It will conduct an annual review of the activities being offered and determine whether or not changes and/or deletions to the program are warranted. In consultation with the Associated Students Legislature, it will conduct a biennial review of the percentage of S&A Fees revenues to be assigned to athletics. The Board will submit copies of its reports on budgeting and the annual review of activities to the AS Legislature for information purposes. Recommended budgets and changes in the sports activities will be submitted to and approved by the University President.

Membership on the Policy Board will be selected from the faculty, the student body and the administration. Appointments will be made by the President, in consultation with the AS President and the President of the Faculty Organization. The Policy Board will hold open hearings on all matters over which it has jurisdiction.

Affiliations (Men)

Continued national membership in the National Association of Intercollegiate Athletic (N.A.I.A.) is recommended; however, the National Collegiate Athletic Association (N.C.A.A.) is now developing three divisions and as they become solidified, Eastern Washington University should investigate national affiliation with N.C.A.A. in appropriate division. There should be no change in N.A.I.A. district affiliation; however, I recommend a change from the Evergreen Conference to an N.A.I.A. independent status. Central Washington University has announced its plans to withdraw from the Evergreen Conference. Without Central, the Evergreen makes very little sense for Eastern, because Central is our nearest and best competitor in the Conference. Independence should be an interim process, with Eastern looking for an alliance with other institutions which are more compatible philosophically (very likely including Central), which results in a reduction in travel costs and which will provide more spectator interest in Eastern athletic teams.

Affiliations (Women)

I recommend that we retain alignment with the Association for Intercollegiate Athletics for Women (A.I.A.W.) at the national level and the Northwest College Women's Sports Association (N.C.W.S.A.) at the district level.

Program

I recommend that we continue to offer the current ten-sport program for men, including baseball, basketball, cross country, football, golf, gymnastics, swimming, tennis, track and field, and wrestling, and that we continue the current seven activities for women and add three additional sports. The complete program for women would be as follows: basketball, cross country (proposed), dance, golf (proposed), gymnastics, softball (proposed), swimming,

tennis, track and field, and volleyball.

There will be an annual review of these listed sports by the Athletic Policy Board, for the purpose of adding or deleting certain sports. For example, the Board might want to add such growing sports as soccer or racquetball some time in the future.

Intramurals

The committee was assured by the director of the intramural program that the above program and affiliations will have no adverse effect on Eastern's superior intramural program. In addition, the intramural director advised the committee that the program is adequately funded at present and that the program activities can be expanded to meet increased demand at relatively little added cost.

Alternative Considerations

In its deliberations on the number and kind of sports to recommend, the committee considered various alternatives. The alternative most often suggested was to drop football and to concentrate the resources thus released on an expanded basketball program. The attached memorandum from Professor Zimmerman (Attachment C) presents this point of view. If football were dropped, the estimated net reduction in athletic program costs at 1976-77 levels would be \$23,500. This would consist of the \$22,200 in direct expenses for football plus \$6,600 of general athletic expense attributable to football (insurance, medical costs, training room expenses, awards, etc.), offset by a revenue loss of \$5,300 (gate receipts, concessions, program sales, and guarantees). In the S&A budget recommended by the AS Legislature on May 18, 1977, the estimated cost reduction would be \$14,800 (\$14,000 of direct expense plus \$6,100 of general athletic expense, offset by a revenue loss of \$5,300). The elimination of football has some attendant problems. First, other costs associated with football (coaches' salaries, field maintenance, etc.) are fixed and cannot be "eliminated." Second, scheduling contests with other institutions in this region in sports other than football would be more difficult if Eastern did not have a football program. Third, a possible future conference-alignment would be made difficult without a football program. Finally, football, unlike other sports except basketball, has some revenue or gate potential.

The committee also received suggestions to add soccer to the intercollegiate program, either as a substitute for football or as an additional sport. The attached memorandum from Professor Wall (Attachment D) presents the latter point of view.

The committee developed a set of criteria for setting priorities for the various sports and requested the men's and women's coaching staffs to rank the sports according to those criteria. The results are shown on Attachment E.

Coaching Staff

The men's and women's coaching staff currently has 6.4 full time staff equivalents (4.8 FTE in men's athletics and 1.6 FTE in women's athletics). I recommend that this be increased to 8.0 FTE in order to accommodate an

expanding program -- especially in women's athletics. This would permit addition of 1.3 FTE to women's sports so that the junior varsity programs could be reinstated and the three recommended new sports could have adequate direction. Since FTE faculty assigned to coaching are a part of the total teaching faculty entitlement generated by state funding formulas, this recommendation is conditional upon the final legislative action on Eastern's budget for 1977-79. The annual cost of an additional 1.6 FTE coaches, including fringe benefits, would be approximately \$21,500.

Funding Considerations

The figures below reveal the dollar amount allocated in 1976-77 to operate men's and women's athletics. I feel that these allocations were inadequate. They represent only 55% of the original requests submitted by the athletic directors.

A. Allocations of S&A Fee Revenue by Board of Trustees:

General Athletics

Men	\$22,653	
Women	<u>9,457</u>	
Total	\$32,110	
Men's Athletics	55,662	
Women's Athletics	<u>21,866</u>	
Total from S&A Fees		<u>\$109,638</u>

B. Revenue credited July 1, 1976, through April 30, 1977:

Admissions	5,505	
Concessions	2,807	
Other Income	<u>7,584</u>	
Total Revenue		<u>15,896</u>

C. Total Funds Available, 1976-77:

S&A Fee Revenue	109,638	
Other Revenue	<u>15,896</u>	
Total		<u>125,534</u>

D. Expenditures and Encumbrances, July 1, 1976, through April 30, 1977:

General Athletics		39,534
Men's Athletics		
Baseball	5,630	
Basketball	17,599	
Football	22,212	
Golf	2,025	
Gymnastics	1,868	

Swimming	1,684
Tennis	1,675
Track & Cross	
Country	8,133
Wrestling	<u>3,932</u>

Total Men's Athletics 64,458

Women's Athletics	
Basketball	4,565
Volleyball	3,884
Gymnastics	4,299
Orchesis	2,157
Track & Field	3,195
Tennis	585
Swimming	<u>1,731</u>

Total Women's Athletics 20,416

Total, Athletics \$124,453

The recommendations contained elsewhere in this report have major financial implications for Services and Activities Fees funding, which must provide an important share of funds for athletics and, to a lesser extent, for the Instruction, Institutional Support and plant operations and maintenance programs of the regular (state-supported) University budget.

The capacity of the Services and Activities Fees revenue source to support an expansion for athletics, as well as for all other Services and Activities Fees budgets, appears possible at this time, due to three factors:

1. The institution's plan to allocate, beginning next year, a pro-rata share of the fees paid by part-time students to Services and Activities Fees. (Part-time students at present pay no S&A Fees, and these students are becoming a very important component of University enrollment, amounting to 23% the last two quarters.)
2. It will no longer be necessary, after this year, to set aside approximately \$27,400 per year for debt service on the 1955 and 1958 Student Union Building Revenue Bonds. Reserve funds built up in previous years for these bond issues, and the projected interest earnings on those funds, are more than sufficient to satisfy all future principal and interest payments on the bonds.
3. The increase in tuition and fees, including Services and Activities Fees, being mandated by the legislature for 1977-78

On the other hand, the ability of the Instruction and Institutional Support programs to bear added expenses related to athletics does not appear good at this time, in view of the operating budgets adopted by the Senate and the House and now under consideration by a conference committee. However, if the ultimate appropriation for the 1977-79 biennium permits any significant

expansion of funding in the "state-supported" programs, I urge that consideration be given to the recommendations concerning increases in coaching staff (especially for women's sports), coaches' travel, sports information, and administrative support. The committee was unanimous in feeling that the functional connections between the athletics segment and the academic and professional programs within HPERA are sufficiently strong to justify increased funding for the athletic program by the regular Eastern budget, beyond the FTE faculty allocated to coaching.

Funding of Grants

In general, under state law, public funds (including Services and Activities Fees revenue) may not be used for student financial aid of any kind. An exception is made in the statutes, however, in the case of athletic gate receipts, which may be used "for purposes of providing scholarships or other forms of financial assistance to students in return for participation in intercollegiate athletics" (RCW 28B.10.704). A number of other state institutions of higher education in Washington and elsewhere designate a portion of the Services and Activities Fees paid by each student as an athletic event admission fee and thereby devote this revenue to grants-in-aid to student athletes. I recommend that this procedure be adopted by Eastern, and that \$2.25 of the Services and Activities charged to Fall and Winter Quarter students be designated as an athletic admissions fee. The admissions fee will produce an estimated \$30,000 per year, which would fund approximately 50 grants in the amount of resident tuition and fees, assuming the maximum figure of \$591 per year now being considered by the legislative conference committee on tuition legislation. I also recommend expanded activities by the booster club in securing funds for athletic grants to reduce the burden on student fee revenue.

Dedication of a Portion of Services & Activities Fees to Intercollegiate Athletics

I recommend that 30% of Services and Activities Fee revenue (net, after provision for bond principal and interest) be designated for athletics, including grants-in-aid, and that the Board of Trustees delegate to the proposed Athletic Policy Board the authority to allocate these funds among the various men's and women's sports. Since the administration of athletic programs requires multi-year planning, I feel that it is essential that the men and women charged with the responsibility of administering the programs have some assurance of reasonable stability of funding -- not more assurance than administrators of other University programs have, but not significantly less, either. Assuming that the legislative conference committee on tuition legislation settles on as S&A Fee of \$54.33 per quarter, the recommended 30% share would provide S&A funding of athletics in the amount of \$130,000 (plus grants) per year and would provide \$372,000 for all other activities funded by S&A Fees. (See Attachment F for proposed athletic budget.) The latter figure is \$4,000 higher than the funding recommended for those activities by the Associated Students Legislature in their recommendations to the Board of Trustees dated May 18, 1977.

With the rapidly expanding participation and interest in women's sports, not to mention Title IX requirements, I feel that the 30% figure is modest

when one considers that, throughout the mid-1960's, approximately one-third of Student Activities Fees were allocated to men's athletics alone.

I recommend that the percentage of net S&A Fee revenue assigned to athletics be reviewed biennially, in consultation with the AS Legislature, since changing conditions can make whatever percentage chosen initially either too high or too low in later years.

Financial Aid

1. Institutionally-sponsored aid must be equal for men and women. As noted in the section on Title IX Compliance, the Athletic Policy Board will be responsible for providing the proper balance between financial aid for men and women athletes.
2. I recommend that 50 grants (the committee's recommendation ranged between 31 and 119 grants, with no consideration of financial need), in the amount of resident tuition and fees, be made available for allocation to specific sports by the athletic policy board, and that 80% of these grants (i.e., 40) be awarded on the basis of financial need. The financial need test should be the test applied by the Financial Aid Office in the administration of federal financial aid funds. The need test takes into account factors such as parental disposable income and net worth; number of children, including children in college; medical expenses; taxes; student's summer earnings, etc. (See Attachment G for forms used in financial aid administration.)
3. I recommend that 75 campus jobs (the committee recommended 100, with no consideration of financial need) for men and women athletes be made available for allocation to specific sports by the athletic policy board, and that 80% of these jobs (i.e., 60) be awarded on the basis of financial need. (To place this figure in perspective, there were 687 students employed by the University in March, 1977. Some of these, of course, were student athletes, but the committee was unable to determine how many.) Jobs for athletes will be governed by policies of the University; that is, the pay rate will be the same as for any comparable student job, and student athletes will be required to perform on the job according to the same standards expected of any student employee, in order to retain the job.

Coaches' Travel while with Teams

I recommend that the Athletic Policy Board set aside, from S&A Fee revenues, an amount to cover estimated travel costs for student athletes or teams qualifying for national competition, and for coaches to attend the national meetings in their respective sports held in conjunction with these national tournaments. The estimated cost of the latter item is \$5,900.

RECOMMENDATIONS FOR SUPPORT SERVICES WHICH INFLUENCE THE ATHLETIC PROGRAM

Medical Services

Eastern Washington University should employ, on a retainer basis, a physician who is interested in athletics to serve as a team doctor. This physician would be expected to be present at selected home athletic contests and to work with

athletes in the training room several afternoons each week. The estimated cost of this service, which would come from the S&A Fees administered by the Athletic Policy Board, would not exceed \$5,000. It is expected that much, if not all, of this cost would be offset by savings from costs previously incurred in medical and hospital services.

Sports Information and Administrative Assistance to the Athletic Director

I recommend that a position of Administrative Assistant to the Athletic Director be established. This position would be responsible for fiscal record-keeping, sports information, production of press books, programs, need letters, specific sports brochures and schedules, and for relieving the Athletic Director of routine administrative tasks. The estimated cost of the position, including fringe benefits, is \$12,700. This is a conditional recommendation, pending the outcome of legislative action on the 1977-79 budget.

DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, RECREATION, AND ATHLETICS

DEPARTMENTAL PHILOSOPHY AND OBJECTIVES

The program of the Department of Health, Physical Education, Recreation and Athletics is based upon a field of knowledge concept. Any area that is regarded as a field of knowledge must possess certain identifiable criteria. First, it needs to possess a history and philosophy which is interpretable and upon which interpretations can be based. Second, it needs to contain a body of knowledge which is peculiar to that field. This body of organized knowledge may cover several division or topics, but is clearly recognizable as a body of knowledge applying to a particular field. Thirdly, it must have a system of research and methods of investigation by which the knowledge in that field can be continually extended and expanded.

The portion we are dealing with here is, of course, the second half of the first criteria, that of philosophy, and so that we all might be on the same wave length, let's define the term philosophy. There are, of course, many definitions, but the one to which I am addressing myself is the following: "philosophy is a term applied to a system of thought that is based on given point of view. It embraces all of the elements of the field which have a bearing on that point of view, and presents a logical analysis of the relationship of these elements to one another and presents logical answers to all of the questions involved. To be recognized, it must constitute a coherent, logical system of thought, each part of which is in accord with every other part."

This latter definition implies that a philosophy is much more than an opinion, and the second criterion of the field of knowledge implies that the field of physical education must possess certain identifiable characteristics that distinguish it from other areas. Physical education, of course, deals with the teaching of those physical activities closely associated with athletic or game performance. These activities are taught for the purpose of developing skill in a particular activity. From research performed in the area, we have information on the various methods of developing certain physical aspects that will enhance performance in these activities as well as performance in the activities of daily life. For instance, strength is a requisite for the performance of most activities, and a person may not perform well if he lacks this strength. Flexibility or range of motion is a requisite for many activities, and without it, the skill may not be performed properly as the movement required for the skill may be restricted. Here again he may need special work. An activity may not be properly engaged in if the person is readily subject to fatigue which restricts his participation, feeling for, or desire to participate, and proper performance of an activity. The development of endurance then, would be a goal to eliminate the above. Symmetry, or the equating of muscular development which is related to proper body mechanics and posture are factors to be stressed in the proper teaching of activity skill. Physical education has its primary function in the educational system, and this system is centered around the learning process. Harmon has stated that vision is a dynamic process involving the entire body system, and that the most important factor in learning is proper posture, which is in turn related to symmetry of development. Delacato, Frostig, and Kephart relate the teaching of activity skills to the improvement of speech and learning. Oliver and Leighton have demonstrated relationship of mental performance to the improvement of physical skill and physical fitness.

Physical skill involves the physical components of coordination, balance, and speed, or quickness of movement. These are acquired through the teaching and subsequent development of skill, at least inasmuch as they pertain to the performance of that particular activity, or are of a related nature; the elements of transfer being the factors here.

Other factors, of course, enter into the picture. Factors such as enjoyment. Thorndike tells us that a person tends to repeat an experience from which he gains satisfaction, and that he gains satisfaction from an act that he performs well; that he does well in those activities in proportion to the skill he has developed; that he possesses skill in those activities in which he devoted considerable practice. Therefore, the teaching and development of skill will bring pleasure to the individual in terms of a skilled performance. The possession of such skill has meaning for carry over or lifetime value in terms of repeated activity performance; i.e., he will tend to continue performances in these activities in which he has had considerable practice and in which he is skilled.

The factor of cooperation is one that assumes importance in a team activity, that is, when each individual is called upon to perform his particular skill in unison with every other player on the team, so that the end results can become a successfully completed act. This cooperation requires skilled performance on the part of each team member. The success of the effort is dependent upon this.

The physical educator, as every other teacher, is, or should be, interested in the development of the total individual. There are many social and personal aspects that enter into this area. However, these are factors that are not inherent in the field itself, and participation in the program, per se, will not develop them. Such factors as sportsmanship, personal integrity, self discipline, and so on, come more from how a subject is taught, or how the teacher displays them, rather than from anything within the discipline itself. They are, of course, important, but are factors of teacher influence rather than subject content.

With the above as a background, the philosophy of physical education concerns the teaching of the content of the discipline with emphasis upon learning of related skills and knowledges to the extent that competent performance may be expected, and utilizing activities that will enhance the development of the fitness aspects required in the skill and which may be continued on for the benefit of related health factors. The instructor's teaching of the discipline should demonstrate through his or her teaching technique and example, those personal and social values in keeping the mores of society.

The above philosophy permeates all programs offered within the department but relates most specifically to the service or physical activity program which courses serve as electives in the general education requirement of the College. Those courses offered in this area place emphasis on conditioning, individual and dual participation, esthetic expression, outdoor activities that utilize the natural resources of the area and develop appreciation and respect for the wonders of nature that exist in the State of Washington. Courses in this latter area include such activities as backpacking, hiking, canoeing, river rafting, sailing, bicycling, etc.

In the professional preparation area, it is the purpose of the department to provide programs of courses and expertise of instruction that will qualify graduating students to assume positions as secondary school physical education instructors, elementary physical education instructors, gymnastics and dance specialists, health education instructors, athletic trainers, coaches of major and minor sports, specialists in teaching physical education to the handicapped, corrective therapy specialists, specialists in public recreation with youth serving agencies, therapeutic recreation specialists, specialists in recreation and park management, commercial recreation, and outdoor recreation specialists.

In the area of athletics, the philosophy of the department is carried through with a greater emphasis on perfecting the various aspects mentioned with the purpose of preparing an individual who will be able to better cope with stressful situations, be a better prepared professional to enter the field of teaching and coaching, and will develop into an individual, and subsequently a team that will favorably present the College and its offerings to the public.

All of the above represent an aspect of the total education process stressed by the College of which health, physical education, recreation and athletics is but one, although a very important, part. It works together with the other areas of the College to present the students a total education preparation in the specialty of his choosing.

Music

From the percentage of funds to be controlled by the Athletic Board an "adequate" budget should be provided the Office of Bands for travel, recruiting and operations. "Adequate" is defined as an amount of money commensurate to the expectations of the Athletic Department for Marching and Pep Band.

100 Piece Marching Band for five home football games. (\$20 per game per person.)	\$10,000
25 Piece Pep Band for ten home basketball games. (\$20 per person per game.)	2,500
Operation funds for Marching and Pep Bands. (Special music, props, instrument purchase and repair, etc.)	5,000
Travel to one away game (Tacoma or Bellingham) with probable performance at Seahawks game.	5,000
Symphonic Band	6,000
Jazz Ensemble	4,500
Percussion Ensemble	4,500
	<u>\$37,500</u>

Rationale

The Administration and the Athletic Department four years ago requested of the Music Department that marching and pep bands be provided for home football and basketball games. These services have been provided without adequate budget. Funding has been accomplished by diluting the budgets of the Symphonic Band and Jazz Ensemble; adequate numbers of participants have been recruited through "persuasiveness" of the directors and "co-operation" of the students.

Generally speaking, the serious music student has tired of performing for athletic events before attending college. An incentive is needed to make worthwhile to these individuals their continued performance at ball games. The abilities of these serious musicians is vital to the musical quality of any college band.

To augment the number of serious musicians available and, through proper incentive, willing to play for games there is need for additional personnel to be recruited from the general student body; persons who for various reasons have stopped performing but would, offered incentive, perform with one of the bands.

Rationale (continued)

The operational funds requested are for purchase of items directly related to marching bands--sousaphones, special rather than commercial arrangements, etc.

Travel by the bands is vital to the impact on the public towards which expenditure of institutional funds by the athletic department is aimed. A performance by Eastern's band at a Seahawks game would certainly enhance our image.

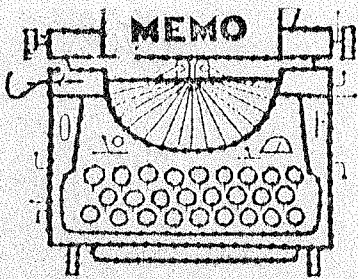
The requests for the Symphonic Bands and the Jazz and Percussion Ensembles is to insure the continuation and, ultimately the expansion, of programs which attract those serious musicians mentioned in paragraph two. These programs are curricular.

Budget Computation

Funding on a continuing basis is vital to planning of programs and guaranteeing their being offered over a period of years. Toward this end it is suggested that the \$37,500 requested be computed as a percentage of the combined operational budgets of intercollegiate football and men's intercollegiate basketball (eliminated from such computation would be occasional, large expenditures like the purchase of all new uniforms). This suggestion is predicated on the assumption that travel and equipment costs will be more or less consistent between athletics and music. The Athletic Board, in its annual deliberations on budget, would have a workable figure on which to base their judgements concerning one of the important support programs of football and basketball.

If any athletic contest is to be designated a home game and is to be played off campus, funding for the band travel to the site so designated should be automatically computed and transferred to the Office of Bands.

Finally, if the number of home games is changed, the amount of money paid to band members should be changed accordingly. This would include, also, any request for any other additional performance: a pep rally, for example.



Eastern Washington State College

To: Ad Hoc Committee on Intercollegiate Athletics, Fred Johns Chairman

From: Niel T. Zimmerman, Department of Government *NJ*

Date: April 4, 1977

Subject: Proposal on Changes in Athletic Program

I should like to make a recommendation concerning the general philosophy and direction of the athletic program at Eastern. First, let me make clear that I see athletics generally as something to be encouraged insofar as it includes as large a segment of the student population as possible. In this regard the intramural and instructional programs are perhaps the most important aspects of the whole area of athletics. These areas were perhaps outside the area of concern of the committee. At least, I do not see concern for them expressed in your proposals.

In regard to intercollegiate athletics I would also like to make clear that I view these activities as essentially a part of the college budget related to public relations and only marginally related to any instructional or educational program. It cannot seriously be contended that we are preparing students for careers as professional athletes. To the extent that we are preparing students for careers as coaches or trainers I am certain the training could be accomplished without the extensive trappings associated with intercollegiate athletics.

This is not to suggest that the intercollegiate athletic program be scrapped altogether. Rather, it seems appropriate to examine this area in the context of the values which it serves. It is an excellent avenue for providing entertainment for fairly large numbers of people. It is also an excellent avenue for securing better public relations and public recognition as an institution. From this perspective then let me suggest that it would be more appropriate for Eastern to utilize at least one element of our overall athletic program as an "attention-getter." Given the nature and size of the institution and the funds which would be available, the obvious area of opportunity is basketball. Certainly we cannot hope to compete in any widely recognized fashion in a sport such as football. We have the facilities and could reallocate the resources for a highly competitive basketball team. The obvious area for reallocation is football. I would, therefore, suggest simply that football be dropped from the intercollegiate sports program at Eastern, and that the funds allocated to that sport be reallocated to a basketball program.

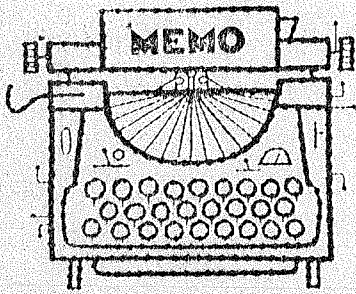
I am not suggesting that the transition would be an easy one or that we would immediately become a major power. However, a focus on basketball would

Ad Hoc Committee on
Intercollegiate Athletics
April 4, 1977
Page Two

certainly gain us some local and regional attention and would provide some natural rivalries with Gonzaga University to our local advantage.

The committee has perhaps already considered my suggested change. However, I would encourage the committee to rethink its position. You seem to have spread already limited resources rather thinly across a multitude of sports. In terms of a public relations rationale this makes very little sense.

NTZ/jb



Eastern Washington State College

To: Fred Johns, Chairman, Athletic Study Committee

From: Donald C. Wall, English Dept. (Cheney Area Coordinator, Spokane Junior Soccer; Youth Soccer Referee; Advisor, EWSC Soccer Club)

Date: March 18, 1977

Subject: Soccer

As your committee considers long-range plans for athletics at EWSC, I hope you will include soccer in your plans. I should just like to mention a few points which I think are pertinent to any such consideration.

First, soccer is an inexpensive sport. A whole team could probably be uniformed for what it now costs to equip two football players. Each soccer player needs a jersey, shorts, socks, and shin guards--and that's all. (Soccer players buy their own boots.) One coach is all a team needs, unlike football. Insurance rates should be low and claims few, as there are few injuries in soccer, and rarely any serious ones.

The expense for travel would be low, as sufficient competition for a team already exists in the area. Gonzaga, Spokane Falls, Whitworth, Central, and WSU already have teams (as does Eastern).

The cost of a playing field should be minuscule. The upper practice field would serve nicely. Goals can be made for about \$150, a set of good nylon nets costs about \$100. The field could be laid out and marked in a day's time.

There are usually 16 players on a team (eleven starters, 5 subs.), and the college already has many good ones, both foreign students and U.S. students. No recruiting is necessary.

Because of its constant action, and because of the phenomenal growth of the sport's popularity in the Spokane area, soccer is a fine spectator sport. The number of people playing and watching is growing all the time.

I would be happy to document any of these statements and expand upon them, should you and your committee so desire. In any case, I hope you will give serious consideration to establishing soccer as a varsity sport here at Eastern. For the past two years, Eastern has had a club team; it could be changed to a varsity sport in no time.

DCW:df
cc: Jeremy Anderson, Geography Dept.

ATHLETIC PRIORITIES

Criteria

1. Student interest
 - a. Number of participants
 - b. Number of spectators
2. Need in terms of professional preparation
3. Public relations (image, national reputation, newspaper coverage)
4. Cost

RANK

Men's Program

1. Football
2. Basketball
3. Track & Field
4. Wrestling
5. Baseball
6. Golf
7. Tennis
8. Gymnastics
9. Cross Country
10. Swimming

Women's Program

1. Basketball
2. Volleyball
3. Gymnastics
4. Dance
5. Track & Field
6. Cross Country
7. Tennis
8. Golf
9. Swimming
10. Softball

PROPOSED ATHLETIC BUDGET

	<u>1976-1977</u> <u>BUDGETED</u>	<u>1977-78</u> <u>PROPOSED</u>
From Services and Activities Fees		\$129,913 *
General Athletics	\$ 32,110	Allocations to
Men's Athletics	55,662	specific budgets
Women's Athletics	21,866	to be determined
Financial Aid	0	by Athletic Policy
		Board
		29, 550
Total From S & A Fees	\$109,638	\$ 159,463
From Program 1 (Instruction)		
Coaches Salaries	80,022	99,720 **
Trainer Salary	9,000	9,000
Part-time Wages	2,400	3,000
Goods and Services	900	1,300
Travel	4,700	8,500
Staff Benefits	<u>14,600</u>	<u>16,500</u>
Total From Program 01	\$111,662	\$138,020
From Program 08 (Institutional Support)		
Athletic Director Salary	19,556	19,556
Secretary Salary (1/2 time)	3,516	3,516
Administrative Assistant Salary	0	10,870
Staff Benefits	<u>3,700</u>	<u>5,400</u>
Total From Program 08	\$26,772	\$39,342
Total, All Funds	<u>\$248,032</u>	<u>\$ 336,825</u>

* To include sports physician retainer, national travel ~~of teams and coaches~~, and recruiting travel.

** Increase of 1.6 FTE.



COLLEGE SCHOLARSHIP SERVICE
of the
College Entrance Examination Board

FINANCIAL AID FORM NEED ANALYSIS REPORT
ACADEMIC YEAR 1977-78

03-25 06904627203 430

STUDENT'S INFORMATION

Name of Student			Sex	Date of Birth	Age	Social Security Number	Year in College	Marital Status	Family Members	Dependency Status	Unusual Conditions	Revision	Date Printed	CSS Identification Number	CSS Code
Last	First	M.I.													
			M	11/20/51	25		5	2	2	1			03-25	06904627203	430

COMPUTATION OF STUDENT'S AVAILABLE INCOME

Taxable Income	U.S. Income Tax	F.I.C.A. Tax	Total Taxes	Taxable Income after Taxes	Nontaxable Income				Student's Available Income
					Social Security Benefits	Veterans Educational Benefits	Assistance From Student's Parents	Other Nontaxable Income and Benefits	
1800	0	105	105	1695	0	0	0	0	1695

COMPUTATION OF STUDENT'S CONTRIBUTION FROM ASSETS

Cash and Bank Accounts	Home Equity	Investments and Other Real Estate Equity	Adjusted Business or Farm Net Worth	Total Assets	Other Debts Outstanding	Net Worth	Asset Protection Allowance	Discretionary Net Worth	Conversion %	Student's Contribution From Assets
2300	0	0	0	2300	150	2300 2150	0	2300 2150	35	603 561

COMPUTATION OF PARENTS' AVAILABLE INCOME

Taxable and Nontaxable Income	Social Security Adjustment	Total Income	U.S. Income Tax	F.I.C.A. Tax	State and Other Taxes	Medical-Dental Expenses	Casualty or Theft Loss(es)	Employment Allowance	Minimum Standard Allowance	Total Allowance	Parents' Available Income
12138	0	12138	800	558	971	510	0	339	7710	10888	1250

COMPUTATION OF INCOME SUPPLEMENT FROM PARENTS' ASSETS

Home Equity	Other Real Estate Equity	Investments Equity	Adjusted Business or Farm Net Worth	Cash and Bank Accounts	Total Assets	Other Debts Outstanding	Net Worth	Asset Protection Allowance	Discretionary Net Worth	Conv. %	Income Supplement
14000	13000	6000	0	10000	43000	0	43000	12090	30910	12	370

PARENTS' INFORMATION

COMPUTATION OF PARENTS' CONTRIBUTION

Family Members	Family Members in College	Family Status	Unusual Conditions	Avail. Income and Income Supplement	Parents' Share of Student's Soc. Sec. Benefits	Adjusted Available Income	Total Parents' Contribution	Adjustment for Family Members in College %	Parents' Contribution from Income	Parents' Contribution from Assets	Parents' Contribution for Study
4	1	1	E	4959	0	4959	1110	100	275	335	1110

STUDENT'S EXPENSE BUDGETS AND ESTIMATES OF FINANCIAL NEED

ESTIMATED BASIC GRANT

Budget Type	Duration of Budget	Expense Budget			Student's Contribution			Parents' Contribution	Total Family Contribution	Estimated Financial Need	Index = 3122
		Tuition Fees, Books & Supplies	Living Expenses	Total Expenses	Available Income	Contribution From Assets	Summer Savings				
Institutional 1	9	747	3210	3957	1695	564	354		2613	1344	ELIGIBILITY INELIGIBLE BASE ON SCHOOL YEAR
Institutional 2	9	747	4175	4922	1695	564	36		2295	2627	
Institutional 3	12				3108	752	0		3860		
Institutional Adjustments											

FINANCIAL AID PACKAGING

Budget Type	Estimated Basic Grant Award	Estimated State Award	Fund 1	Fund 2	Fund 3	Remaining Need
Institutional 1						
Institutional 2						
Institutional 3						
Institutional Adjustments						

- (1) Student's "Available Income" for dependent students includes items from "Nontaxable Income" only.
- (2) Computation for self-supporting students on 12-month basis. Multiplied by .75 if 9-month budget used.

NOTE: See the back of this form for additional footnotes.

• Read instructions carefully as you complete this form.
• Use #1 to explain all circled items.
• USE BLACK OR DARK INK. DO NOT USE PENCIL.

2 ☐ \$9.50 5 ☐ \$1
 3 ☐ \$7.00 6 ☐ \$1
 4 ☐ \$5.00 7 ☐ \$1
 5 ☐ \$3.50 8 ☐ \$1
 6 ☐ \$2.00 9 ☐ \$1
 7 ☐ \$1.00 10 ☐ \$1
 8 ☐ \$0.50 11 ☐ \$1
 9 ☐ \$0.25 12 ☐ \$1
 10 ☐ \$0.10 13 ☐ \$1
 11 ☐ \$0.05 14 ☐ \$1
 12 ☐ \$0.01 15 ☐ \$1
 13 ☐ \$0.005 16 ☐ \$1
 14 ☐ \$0.001 17 ☐ \$1
 15 ☐ \$0.0001 18 ☐ \$1
 16 ☐ \$0.00001 19 ☐ \$1
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 19 ☐ \$0.00000001 22 ☐ \$1
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 75 ☐ \$0.0001 78 ☐ \$1
 76

13A NAME [REDACTED]		AGE 49		13B NAME [REDACTED]		AGE 50	
HOME ADDRESS [REDACTED]				HOME ADDRESS [REDACTED]			
OCCUPATION/EMPLOYER custodian		NUMBER OF YEARS 2		OCCUPATION/EMPLOYER school aid		NUMBER OF YEARS 2	
SOCIAL SECURITY NUMBER 51930474		STATE OF LEGAL RESIDENCE WA		SOCIAL SECURITY NUMBER 557360025		STATE OF LEGAL RESIDENCE WA	

Enter yearly amounts in boxes only.		Total 1975	Total 1976	Estimated 1977
14	TAXABLE INCOME BEFORE DEDUCTIONS			
A	Wages, salaries, tips, and other compensation			
	1. Father, stepfather, or male guardian	7649	\$ 8874	\$ 10,000
	2. Mother, stepmother, or female guardian	0	\$ 679	\$ 500
B	Dividends	818	\$ 500	\$ 500
C	Interest income	680	\$ 485	\$ 500
(D)	Taxable income other than wages, dividends, and interest (Itemize and give dollar amounts in 71)	0	\$ 1600	\$ 1600
15	Add 14A, 14B, 14C, and 14D	9147	\$ 12,138	\$ 13,100
(16)	ADJUSTMENTS TO INCOME such as "sick pay," moving expenses, etc. (Itemize and give dollar amounts in 71)	0	\$ 1500	\$ 0
17	Subtract 16 from 15 for adjusted gross income	9147	\$ 10,638	\$ 13,100
18	NONTAXABLE INCOME (See instructions)			
	A. Social security benefits	0	\$ 0	\$ 0
(B)	Other nontaxable income (veterans benefits, child support, welfare, etc. Itemize and give dollar amounts in 71)	0	\$ 1500	\$ 0
19	TOTAL INCOME (Add 17, 18A, and 18B)	9147	\$ 10,638	\$ 13,100
20	INCOME TAX PAID (See instructions. Do not include any tax overpaid)		\$ 800	400
(21)	IRS ITEMIZED DEDUCTIONS (See instructions. Itemize and give dollar amounts in 71)		\$ 1400	1400
(22)	MEDICAL AND DENTAL EXPENSES NOT COVERED BY INSURANCE (See instructions. Itemize and give dollar amounts in 71)		\$ 874	900
(23)	CASUALTY OR THEFT LOSS(ES) (See instructions. Itemize and give dollar amounts in 71)		\$ 0	0
24	ENTER TOTAL AMOUNT OF UNREIMBURSED ELEMENTARY OR SECONDARY SCHOOL TUITION AND FEES FOR DEPENDENT CHILDREN IN 1977			

32. PARENTS' CURRENT MARITAL STATUS (Check only one box.)									
1 <input checked="" type="checkbox"/> Married		3 <input type="checkbox"/> Divorced		5 <input type="checkbox"/> Father living, mother deceased		7 <input type="checkbox"/> Other (Explain in 71.)			
2 <input type="checkbox"/> Separated		4 <input type="checkbox"/> Mother living, father deceased		6 <input type="checkbox"/> Other (Explain in 71.)					
33. HAVE YOU FILED YOUR 1976 U.S. INCOME TAX RETURN? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>									
34. TOTAL NUMBER OF EXEMPTIONS claimed or to be claimed on parents' 1976 U.S. income tax return. (Enter zero if you are not required to file a 1976 return.) 1976 <input type="checkbox"/>									
35. TOTAL SIZE OF PARENTS' HOUSEHOLD. (Include the student named on this form if a member of parents' household; parents' other dependent children; other dependents; do not leave blank and do not enter zero. List all children and other dependents by name in 39.)									
36. IF STUDENT APPLICANT IS NOT INCLUDED IN 35, CHECK HERE <input type="checkbox"/>									
37. NUMBER IN COLLEGE. How many persons in item 35 include the student named on this form if entered in 35? will be in college or other post-high-school educational institutions at least half-time during 1977-78? (Do not leave blank and do not enter zero.) 1977-78 <input type="checkbox"/>									
38. IF STUDENT APPLICANT IS NOT INCLUDED IN 37, CHECK HERE <input type="checkbox"/>									
39. PROVIDE BELOW INFORMATION FOR ALL CHILDREN AND OTHER DEPENDENTS YOU ENTERED IN 35.									
A. Name (If you need additional space, use 71.)	B. Age	C. Name of institution to be attended in 1977-78	D. Year in school or college in 1977-78	E. Tuition and fees	F. State				
1. STUDENT APPLICANT	25	SAME AS ITEM 32	grad.	\$ 600	yr				
2. Richard	22	—	grad.	\$ 0	no				
3.				\$					
4.				\$					

(To be completed by parent or guardian who has filed this IAF)

40 A. OTHER PARENT'S NAME

HOME ADDRESS

OCCUPATION/EMPLOYER

B. Date of divorce
or separation

MONTH

YEAR

If separated but no court action, check here ☐

C. Amount of monthly
child support received
for all children

\$

D. According to court order,
when will this support end?

MONTH

YEAR

E. Is there any agreement specifying
a contribution for student's education? ☐ Yes ☐ No

If yes, how
much per year?

\$

If there are special circumstances, check here ☐ and explain in 71

Enter information in boxes only.		Estimate of Present Market Value	Unpaid Mortgage Principal or Debts
25 HOME, IF OWNED OR BEING PURCHASED			
YEAR PURCHASED	1953	\$ 14,000	\$ 0
PURCHASE PRICE	\$ 9,000		
26 OTHER REAL ESTATE (Describe in 71)		\$ 13,000	\$ 0
27 INVESTMENTS (STOCKS, BONDS, AND OTHER SECURITIES) (Itemize and give dollar amounts in 71)		\$ 6,000	\$ 0
28 BUSINESS if owned	percent of ownership	\$ 0	\$ 0
29 FARM if owned	percent of ownership	\$ 0	\$ 0
30 CASH, SAVINGS, AND CHECKING ACCOUNTS		\$ 10,000	\$ 10,000
31 OTHER DEBTS OUTSTANDING (Do not include any debts entered above. Do not include debts for purchase of new dollar and cent coins.)			\$ 0

We declare that the responses to items 9, 10, and 11 and parents' information, if provided, are true, correct, and complete. If parents' information has been provided, we authorize the use of this form by the CSS as described by the cover of the FAF. We further authorize the CSS to transmit the information on this form to federal and state departments and agencies for the purpose of assisting the student in being considered for other financial aid. We agree that we, the parents, information reported in this form, we will on request provide to the CSS or any of the participating institutions a photocopy of our latest state or U.S. income tax return. We further agree to provide, if requested, other official documentation necessary to verify the information reported.

To assist in the determination of financial need, we authorize the recipients named in item 12 to discuss the pertinent information contained on this form with our student.

Signature of both parents (or guardian) _____

(Date) 3/12/12

Student's (and Spouse's) Income and Expenses			
Enter information in boxes only. Do not enter monthly amounts.	Calendar Year 1976	Summer 1977 3 months	Estimated Academic Year 1977-78 9 months
41 Student's wages, salaries, tips, etc. (before taxes and deductions). Do not include work study earnings.	\$ 8436	\$ 1500	\$ 0
42 Spouse's wages, salaries, tips, etc. (before taxes and deductions).	\$ 2159	\$ 0	\$ 1800
43 Other taxable income (dividends, interest, etc. Itemize and give dollar amounts in 71.)	\$ 107	\$ 0	\$ 0
44 Adjusted gross income (See instructions). Do not include work study earnings.	\$ 10702	\$ 1500	\$ 1800
45 Financial assistance from student's parents.	\$ 0	\$ 0	\$ 0
46 Financial assistance from spouse's parents.	\$ 0	\$ 0	\$ 0
47 Grants, scholarships, educational loans, work study (Itemize and give source and dollar amounts in 71. Include only aid actually awarded.)	\$ 0	\$ 0	\$ 0
48 Social security benefits.	\$ 0	\$ 0	\$ 0
49 Veterans GI Bill educational benefits.	\$ 0	\$ 0	\$ 0
50 Other nontaxable income and benefits (child support, welfare, etc. See instructions, itemize, and give dollar amounts in 71.)	\$ 0	\$ 0	\$ 0
51 TOTAL RESOURCES (Add 41-43 and 45-50)	\$ 10702	\$ 1500	\$ 1800
52 U.S. INCOME TAX PAID (See instructions. Do not include any tax overpaid.)	\$ 1046	\$ 217	\$ 262
53 MEDICAL AND DENTAL EXPENSES NOT COVERED BY INSURANCE (See instructions, itemize, and give dollar amounts in 71.)	\$ 150	\$ 40	\$ 120
54 CASUALTY OR THEFT LOSSES (See instructions, itemize, and give dollar amounts in 71.)	\$ 0	\$ 0	\$ 0
55 ENTER TOTAL AMOUNT OF UNREIMBURSED ELEMENTARY OR SECONDARY SCHOOL TUITION AND FEES FOR CHILDREN DEPENDENT ON STUDENT IN 1977-78	\$	\$	\$ 0

56 CASH, SAVINGS, AND CHECKING ACCOUNTS AS OF JUNE 1, 1977	\$ 2300
57 HOME, IF OWNED OR BEING PURCHASED	
YEAR PURCHASED 19	PURCHASE PRICE \$
58 INVESTMENTS (STOCKS, BONDS, AND OTHER SECURITIES) AND OTHER REAL ESTATE (Describe in 71.)	\$ 0 \$ 0 \$ 0
59 BUSINESS, if owned	percent of ownership 0%
60 FARM, if owned	percent of ownership 0%
61 OTHER DEBTS OUTSTANDING (Do not include any debts entered above. See instructions, itemize, state purpose, and give dollar amounts in 71.)	\$ 150

Student's (and Spouse's) Additional Information					
62 TOTAL NUMBER OF EXEMPTIONS claimed or to be claimed on student's (and spouse's) 1976 U.S. income tax return (Enter zero if you are not required to file a 1976 return.)	1976	2			
63 TOTAL SIZE OF STUDENT'S HOUSEHOLD (Include only the student named on this form and others dependent on the student such as spouse, dependent children, other dependents. Do not leave blank and do not enter zero; list all children and other dependents by name in 67.)		2			
64 NUMBER IN COLLEGE (How many persons in item 63 (include the student named on this form) will be in college or other post-high-school educational institutions at least half-time during 1977-78? (Do not leave blank and do not enter zero.)	1977-78	1			
65 STUDENT'S —	66 SPOUSE'S —				
Occupation teacher	Name				
Employer	Occupation housewife				
71 PROVIDE NAMES AND AGES OF CHILDREN AND OTHER DEPENDENTS ENTERED IN 63					
NAME	SEX	NAME	AGE	NAME	AGE

I (We) declare that the information reported is true, correct, and complete. I (We) authorize the use of this form by the CSS as described on the cover of the FAF-1 (We) further authorize the CSS to transmit the information on this form to federal and state student aid programs for the purpose of assisting the student in being considered for other financial aid. I (We) agree that to verify information reported in this form, I (We) will, on request, provide to the CSS or any of the named recipients an official photostatic copy of my (our) latest state or U.S. income tax return. I (We) further agree to provide, if requested, any other official documentation necessary to verify information reported.

Signature(s) of student (and spouse) 3/13/77

Signature(s) of student (and spouse) 3/13/77

WARNING: If this form is to be used in the process of establishing eligibility for federal, state aid funds, you should know that intentionally false statements or misrepresentation may subject the filer to a fine or imprisonment.

Student's (and Spouse's) Additional Information (Continued)					
68 Student's year in college or post-high-school institution during 1977-78	FIRST (freshman) 1 <input type="checkbox"/>	SECOND (sophomore) 2 <input type="checkbox"/>	THIRD (junior) 3 <input type="checkbox"/>	FOURTH OR FIFTH (senior or graduate) 4 <input type="checkbox"/>	GRADUATE / PROFESSIONAL 5 <input checked="" type="checkbox"/>
69 Name of institution spouse will attend during 1977-78					Year in institution during 1977-78
(Check here if financial aid applicant <input type="checkbox"/>)					
70 For what academic period(s) in 1977-78 does the student want financial assistance?	(Check all boxes that apply)				
1 <input type="checkbox"/> Summer term, 1977	2 <input checked="" type="checkbox"/> Fall term, 1977	3 <input checked="" type="checkbox"/> Winter term, 1977-78	4 <input checked="" type="checkbox"/> Spring term, 1978	5 <input type="checkbox"/> Summer term, 1978	6 <input type="checkbox"/> Other (Describe in 71)

71 Students intending to enroll as undergraduates in any participating postsecondary educational institution in the State of Washington, and who are legal residents of the state, must answer the following questions to be considered for State Need Grant nomination.

A. How long have you been a legal resident of the State of Washington? 25 Years 0 Months

B. What is your place of intended residence while in college?

1 ☐ on-campus 2 ☒ off campus 3 ☐ parents' home

C. Do you intend to enroll in a minimum of 12 credit hours per term for the equivalent for the 1977-78 academic year? YES ☒ NO ☐

If you are an emancipated or self-supporting student, can you answer "NO" to items B, C, and D, dating back to January 1977? If not, the Parents' Information section on the opposite page must be completed.

Use this space to explain all circled items and any unusual circumstances. Give particular attention to expenses for housing, food, transportation, child care, taxes, etc., which you consider extraordinary if more space is needed, attach additional sheets of paper.

(14d.) #1600 - Rent

(16) #1500 - sick pay

(21.) Insurance - 35⁰⁰

" - 44⁰⁰

Prop tax 285

" " 300

Water 35

Plumbing 45

Trash Disp 18

Janitorial 150

Trans. 120

Sales Tax 40

Big Permit 20

Plumb. Perm. 15

Pest Control 5

Union Dues 103

Tax Prep. 24

Misc. 150

Excise Tax 17

#1406

(22) Dental - 304

Medical - 570

#874

(26) House Rental - \$13,000

(27) Bank Bond - 6000

(31) Used car - \$3000

(43) Savings interest - 107

(53) Medical - 150

Dental - 0

#150

72 (We) complete names, address, and U.S. Code numbers (if known) of the post office and programs to which copies of this FAF are to be sent. Do not list an institution or program more than once. If you are unable to obtain a code number, leave the CSS code number box blank.			
NAME	CITY	STATE	U.S. CODE NO.
Eastern Wash. State Coll.	Cheney	Wa.	4501

Information for Washington residents will automatically be

EASTERN WASHINGTON STATE COLLEGE
CHENEY, WASHINGTON 99004

(509) 359-2371

OFFICE OF THE PRESIDENT

REORGANIZATION REPORT

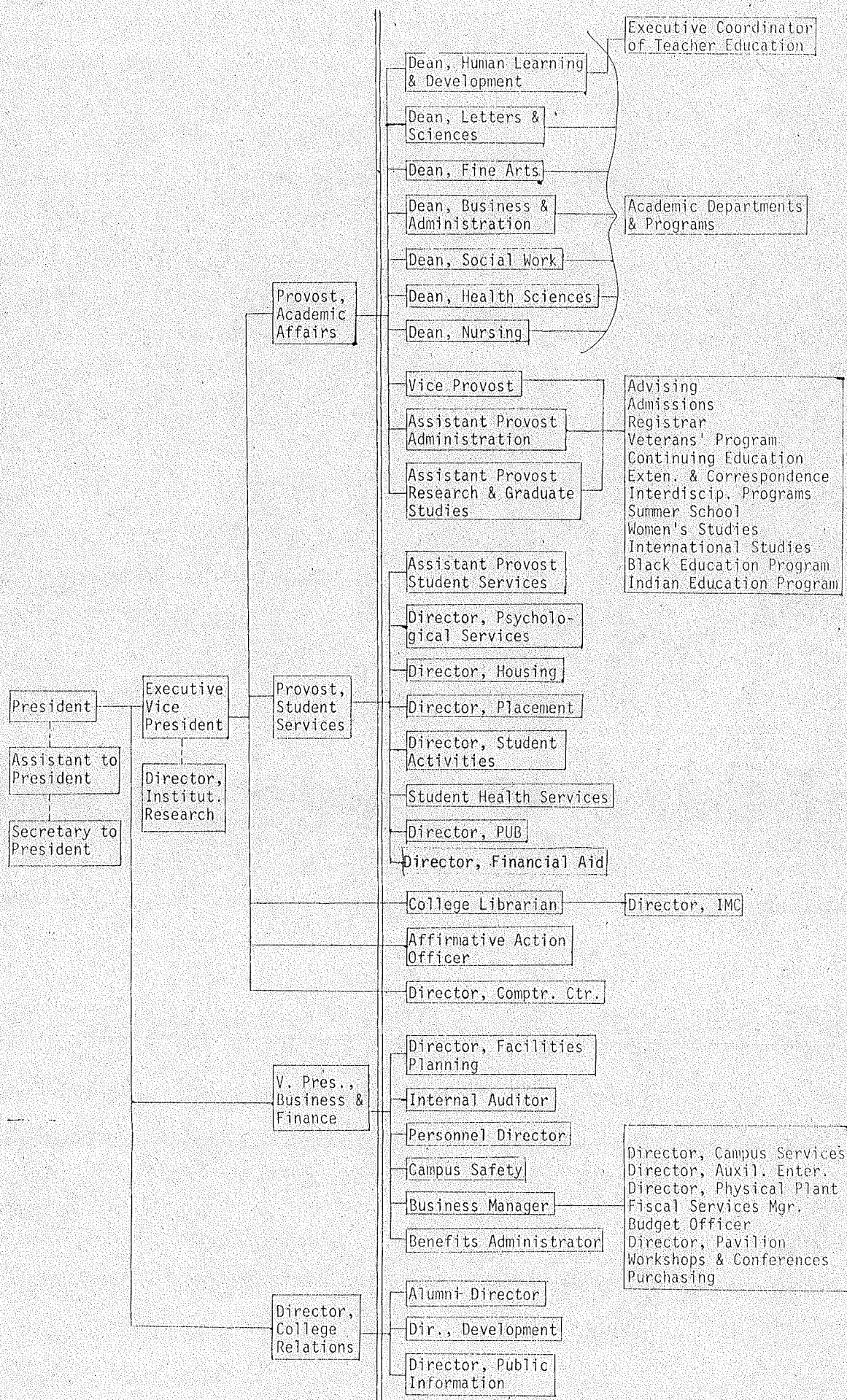
The reorganization process, started in late January, is proceeding according to my expectations.

The reorganization is complete in Business & Finance, and nearly so in the Student Services area.

The search for the new Provost for Academic Affairs is going along well, with more than 100 applicants for this position. The Search Committee is struggling with the task of reducing the applicant pool to a list of five finalists. The list, which I believe will be ready about the middle of July or shortly thereafter, will be submitted to me.

We have delayed final reorganization in the academic area until the new Provost is available, so that he or she can participate in the reorganization of that area.

The attached organizational chart shows our progress to date.



By-laws

Appendix

EASTERN WASHINGTON STATE COLLEGE

WAC 172-129

FACULTY APPEALS AND
GRIEVANCE PROCEDURE

Approved by EWSC Board of Trustees February 15, 1974

INDEX TO
FACULTY APPEALS AND GRIEVANCE PROCEDURE
WAC 172-129
EASTERN WASHINGTON STATE COLLEGE

WAC 172-129-010	PURPOSE
WAC 172-129-020	JURISDICTION
WAC 172-129-030	DEFINITIONS
WAC 172-129-031	REFERENCES TO BY-LAWS
WAC 172-129-035	INFORMAL HEARINGS
WAC 172-129-036	FORMAL HEARINGS
WAC 172-129-037	STATEMENTS AND TESTIMONY CONFIDENTIAL
WAC 172-129-040	DIVERGENT PROCEDURES ESTABLISHED REGARDING GRIEVANCES AND APPEALS
WAC 172-129-050	USE OF NORMAL ADMINISTRATIVE PROCESSES ENCOURAGED
WAC 172-129-060	FACULTY APPEALS COMMITTEE: PURPOSE AND COMPOSITION
WAC 172-129-070	FUNCTIONS OF THE FACULTY APPEALS COMMITTEE
WAC 172-129-080	CONFLICT OF INTEREST
WAC 172-129-090	GENERAL PROCEDURES FOR APPEALS AND GRIEVANCES
WAC 172-129-100	GRIEVANCE PROCEDURES
WAC 172-129-110	APPEALS: DIVISION INTO CATEGORIES
WAC 172-129-120	BURDEN OF PROOF IN APPEALS
WAC 172-129-130	HEARING PROCEDURE FOR APPEALS
WAC 172-129-140	PROCEDURE FOR APPOINTMENT OF HEARING EXAMINER
WAC 172-129-145	SCOPE OF AUTHORITY CONFERRED UPON HEARING EXAMINER
WAC 172-129-150	COSTS OF APPEALS AND GRIEVANCES
WAC 172-129-160	CONTENT OF GRIEVANCE AND APPEAL FORMS

WAC 172-129-010 PURPOSE. The purpose of the following appeal and grievance policy shall be to promote the interest of the college in its primary endeavors of teaching/learning with related and supporting activities of research, scholarship, and service, and to assure fair process for individual faculty members. These procedures are established to provide a means for the resolution of personnel and professional problems at the college in a manner that will best reconcile the interests of the college and individual faculty members through the use of formalized processes utilizing both professional peer judgment and administrative input.

WAC 172-129-020 JURISDICTION. The jurisdiction of this chapter shall be limited to matters concerning faculty members, as that term is defined in By-Law 400.11.00 of Eastern Washington State College.

WAC 172-129-030 DEFINITIONS.

(1) "Appellant" shall refer to the faculty member who challenges a decision affecting his retention or tenure appointment and utilizes the procedures provided for appeals in this WAC chapter.

(2) "Appointing authority" shall for the purposes of this chapter only refer to those members of the college community who appoint members of the Faculty Appeals Committee created in WAC 172-129-060 of this chapter; specifically, the Chairman of the Academic Senate, the Vice President for Academic Affairs, and the President of the college, respectively.

(3) "College" shall mean Eastern Washington State College, an institution of higher education administered by the Board of Trustees pursuant to RCW 28B.40.120, and all the constituent elements administered by the Board thereunder. All communications to the college shall be addressed to the President of the college.

(4) "Costs" shall refer to the expenses sustained during a formal hearing, as that term is defined in WAC 172-129-036 and in RCW 28B.19.110 and RCW 28B.19.120, for stenographic services, transcription of any stenographic notes taken during the course of formal hearings, costs of service of any legal documents sustained as a result of any formal hearing, payment of any witness fees, which fees shall be the statutory witness fees provided for in RCW 2.40.10 as now law or hereinafter amended, and the costs of reproducing documents that may be copied for use in informal and formal hearings, pursuant to these rules. The term, "costs", shall not include fees for retention of any attorney or professional representative utilized by an appellant, grievant, or the college in the course of grievances or appeals provided for in this chapter.

(5) "Days", when used in this chapter, shall mean, except where otherwise indicated, administrative working college days.

(6) "Dismissal" shall mean termination of a faculty member's employment at the college for adequate cause as that term is defined in By-Law 401.43.30 of the college By-Laws.

(7) "Grievant" is a faculty member who has a grievance as that term is defined in WAC 172-129-040 (2) and exercises the procedures provided in WAC 172-129-090 et sequence.

(8) "He" when used in reference to a singular person, shall refer both to the masculine and feminine gender.

(9) "Professional organization representative" means any individual designated by the organization of the individual faculty member's choice.

(10) "Termination" refers to a discontinuation of employment of a faculty member at Eastern Washington State College because of fiscal exigency or program adjustment pursuant to By-Law 401.43.20 through 401.43.23 of the Eastern Washington State College By-Laws, or nonrenewal of a probationer faculty member's contract pursuant to By-Law 401.43.10 of the Eastern Washington State College By-Laws.

WAC 172-129-031 REFERENCES TO BY-LAWS. References to college By-Laws are accomplished in this chapter merely for the purposes of identifying the location of the appropriate By-Law as such is phrased at the time sections in this chapter are adopted; provided, however, that By-Laws referenced in sections of this chapter may be subject to subsequent amendment or supplement and upon such occurrence or occurrences shall be deemed properly referenced by sections within this WAC chapter.

WAC 172-129-035 INFORMAL HEARINGS.

(1) For the purposes of these rules, "informal hearings" shall refer to proceedings that shall be accomplished in an informal manner, pursuant to procedures determined by the administrator or the committee conducting the hearing, who shall determine as to a grievant whether there is a proper grievance as that term is defined in WAC 172-129-040 and whether as to an appellant, the burden of proof provided in WAC 172-129-120 has been met by the party assigned such burden of proof by WAC 172-129-120.

(2) Informal hearings shall be conducted in a manner that accords with the general procedure provided for in WAC 172-129-090 and shall ascertain whether the grievant has a proper grievance, pursuant to WAC 172-129-040 (2), or whether an appellant has met the burden of proof assigned to him by WAC 172-129-120 by giving probative effect to evidence that possesses probative value commonly accepted by reasonably prudent men in the conduct of their affairs.

WAC 172-129-036 FORMAL HEARINGS.

(1) For purposes of these rules, except for the hearing conducted by the hearing examiner at Level IV of the appeal procedures pursuant to WAC 172-129-130 (2) (d), which hearing is a formal hearing for the purposes of the Higher Education Administrative Procedures Act, RCW 28B.19, "formal hearings" shall be of the type provided for in this chapter and shall be deemed informal hearings for the purposes of RCW 28B.19.

(2) Formal hearings conducted for the purposes of grievances and appeals brought under this chapter, except for Level IV of the appeal procedure, shall be conducted in the form of an administrative hearing that shall determine as to a grievant, whether a grievance properly exists as that term is defined in WAC 172-129-040; or as to an appellant, whether the burden of proof provided for in WAC 172-129-120 has been met by the party assigned such burden of proof by WAC 172-129-120.

(3) A formal hearing shall be accomplished in a manner consistent with the procedures provided for in WAC 172-129-090 and shall:

(a) Be presided over by a chairman designated by the committee or appropriate unit or administrator who is hearing the par-

particular formal hearing pursuant to the procedures provided for in this chapter. Such chairman shall make all rulings in the conduct of the formal hearing and he shall admit and give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent men in the conduct of their affairs; however, he shall give effect to rules of privilege recognized by law and may exclude incompetent, irrelevant, immaterial, and unduly repetitious evidence.

(b) Include testimony from all interested persons, including but not limited to faculty members and students.

(c) Allow the faculty member whose case is being appealed or heard as a grievance and the persons representing the college at such appeal or grievance level to cross examine and defend themselves.

(d) Be recorded by tape recorder or other such appropriate device; provided, that the parties may agree to a formal record or transcript, pursuant to WAC 172-129-090 (c) of this chapter.

WAC 172-129-037 STATEMENTS AND TESTIMONY CONFIDENTIAL.

Statements, testimony, and all other evidence given at an informal hearing authorized pursuant to this chapter, shall be confidential and shall not be subject to discovery or released to anyone, including the person or committee conducting any other hearing authorized by this chapter or any of the parties involved, or used for impeachment purposes, without permission of the person who divulged the information.

WAC 172-129-040 DIVERGENT PROCEDURES ESTABLISHED REGARDING GRIEVANCES AND APPEALS. It is a purpose of this chapter to establish two different methods for accomplishing the fair process the college wishes to create for faculty members in their relationships with the college. Accordingly, separate provisions in this chapter are made for appeal of decisions affecting the issues of whether faculty members' employment will continue at the college, as opposed to issues concerning the application of any By-Law or rule of the college. For the purpose of this chapter, therefore:

(1) "Appeals", and the right to utilize the procedures in this chapter regarding appeals, are expressly limited only to cases contesting the application of a college by-law that results in a decision that terminates employment of an individual as a faculty member at the college.

(2) "Grievances", and the right to utilize the procedures promulgated in this chapter regarding grievances, are expressly limited only to cases involving a complaint by a faculty member or faculty members that:

(a) There has been as to him or them a misinterpretation, improper, or unfair application, breach, or violation of the academic and administrative policies and procedures of Eastern Washington State College as approved by the Board of Trustees, or

(b) He has been treated unfairly; except that the term "grievance" shall not apply to any matter over which the Board of Trustees is without authority or power to act.

WAC 172-129-050 USE OF NORMAL ADMINISTRATIVE PROCESSES ENCOURAGED. Normal administrative processes and consultation should be reasonably sought and used by a faculty member who feels aggrieved before he files a formal appeal or grievance.

WAC 172-129-060 FACULTY APPEALS COMMITTEE: PURPOSE AND COMPOSITION.

(1) In order to provide for professional peer judgment, careful consideration of institutional concerns, and to assure fair process for individual faculty members, an all-college committee which shall be known as the "Faculty Appeals Committee" is hereby established.

(2) The Faculty Appeals Committee shall be composed of fifteen (15) members: nine (9) selected by the Chairman of the Academic Senate, three (3) selected by the Vice President for Academic Affairs, and three (3) appointed by the President of the College; provided, however, that none of the appointees shall be deemed to represent the interests of the appointing authority that designates each of them, and each such appointing authority shall make its best efforts to keep confidential its identity from the person whom it appoints. The initial appointees of each appointing authority shall serve for terms of twelve (12), twenty-four (24), and thirty-six (36) consecutive calendar months commencing on September 1 and terminating on August 31. The determination of which appointee shall hold a twelve month term, twenty-four month term, or thirty-six month term shall be made by the appointing authority of that appointee. All successors to initial appointees shall serve a term of thirty-six (36) consecutive calendar months commencing on September 1 of the first month of the first year and terminating on August 31 of the thirty-six month of the third year.

(3) No alternatives or substitutes shall be allowed for any appointee to the Faculty Appeals Committee. Upon the resignation or death of any member of the Faculty Appeals Committee, a reappointment for the remainder of that person's term shall be made by the appointing authority that selected the resigned or dead member of the Faculty Appeals Committee.

(4) The Faculty Appeals Committee, meeting in a body, shall by no later than September 25 of each year select a chairman, vice chairman, and secretary who shall constitute the Executive Committee of the Faculty Appeals Committee, and shall serve a term of twelve (12) consecutive calendar months.

WAC 172-129-070 FUNCTIONS OF THE FACULTY APPEALS COMMITTEE.

(1) The Faculty Appeals Committee shall have the primary responsibility of behalf of the college to make findings and recommendations for the resolution of grievances and appeals not resolved at Level I. Its recommendation shall be made to the President of the college for administrative action. Its conclusion shall be reported to the Academic Senate for information, but shall not be subject to action by the Academic Senate.

(2) The Faculty Appeals Committee will serve in various ways to achieve resolution of faculty complaints, grievances, and appeals:

(a) Informal investigation of complaints, conducted by its executive committee, seeking resolution through consultation and findings.

(b) Formal grievance procedure hearing (Level II) conducted by a panel of three (3) to five (5) members selected by the Committee's executive committee.

(c) Formal appeals procedure hearing conducted by a panel of five (5) members selected by the Committee's executive committee, except that in cases of dismissal for adequate cause the hearing shall be conducted by no less than a quorum of the full committee.

(d) Fact finding investigation of personnel matters of unit or divisional significance upon request of the President of the college, conducted by a panel of five (5) as determined by the Committee's executive committee.

WAC 172-129-080 CONFLICT OF INTEREST. A member of the Committee who has a possible conflict of interest in any grievance or appeal case by virtue of his departmental, institutional, or personal relationships, or having served on a fact finding investigation of personnel matters related to the grievance or appeal at issue will be excused from service for that case; the appellant or grievant may request the executive committee to rule upon the possibility of such conflict of interest on the part of a panel or committee member.

WAC 172-129-090 GENERAL PROCEDURES FOR APPEALS AND GRIEVANCES. If a complainant is not satisfied with the outcome of normal administrative review or informal private discussion(s), he may begin formal procedures by using the Grievance Review Request form(s).

(a) The initial form must be filed by the appellant or grievant within thirty (30) days after the occurrence or action being contested. However, consideration will be given by the Faculty Appeals Committee to extenuating circumstances beyond the faculty member's control which may have delayed the filing beyond this time limit.

(b) In each of the steps of the formal procedure, the two parties shall decide whether the hearing shall be open or closed, and if agreement cannot be reached, the hearing shall be closed.

(c) If the parties agree that a formal record or transcript of the proceedings shall be furnished, the cost shall be borne equally by the parties, except that the college shall bear full costs in cases of dismissal for adequate cause within the appellant's or grievant's contract period.

(d) Either party may be accompanied by others in the formal hearings, including a representative of a faculty member's professional organization, who might contribute to the acceptable adjustment of the grievance and act as counsel for either party; provided, that if the appellant or grievant chooses to be represented by an attorney, he must provide the college five (5) days written notice thereof.

(e) Except for simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case will be avoided as far as possible by all parties until the proceedings have been completed.

(f) All individuals involved, and all others who might possibly contribute to the acceptable adjustment of an appeal or grievance, are urged to testify, with full assurance that no reprisal will follow by reason of such participation.

(g) All documents, communications, and records dealing with the processing of an appeal or grievance shall be filed separately from the individual's personnel file in a sealed envelope which shall not be opened except for use as legal evidence, and then only upon prior written notice to the person. A summary of the final adjustment of the case and reference to the entire grievance or appeal file shall be placed in the individual's personnel file.

WAC 172-129-100 GRIEVANCE PROCEDURES.

(1) The resolution of grievances shall be accomplished as rapidly as possible. The grievant(s) shall first take up the problem or complaint directly with the person or committee responsible for the challenged action or decision. At this stage, discussion(s) shall be held in private; every effort shall be made to resolve the problem or deal with the complaint in a regular or informal manner.

(2) Informal Hearings: If the grievance is not adjusted to the satisfaction of the grievant at the regular or informal level within thirty (30) days of the contested action or decision, he may refer his grievance to his immediate administrator, the appropriate unit committee, or the administrator above the unit level who is directly responsible for the contested action or decision. The grievant shall commence the informal hearing at Level I by submitting to the appropriate unit, committee, or administrator a completed grievance review request form.

(a) Level I. The appropriate administrator or committee shall conduct an informal hearing within ten (10) days after receipt of Grievance Request Form I. A written decision regarding the contested action or decision shall then be delivered to the grievant by the appropriate administrator or committee within five (5) days after the conclusion of the informal hearing; such written decision shall contain the findings and recommendations made by the appropriate unit or administrator.

(b) Level II. If the grievance is not adjusted to the satisfaction of the grievant at Level I, he may within ten (10) days from receipt of the written findings and recommendations of the appropriate unit or administrator at Level I, refer his grievance to the chairman of the Faculty Appeals Committee by submitting to the chairman a completed Grievance Review Request Form II. A panel of three (3) to five (5) members of the Faculty Appeals Committee shall then conduct a formal hearing within ten (10) days of the receipt of the form. A written decision shall be delivered to the grievant by the committee and to the President within five (5) days after the conclusion of the formal hearing; such decision shall contain the committee's findings and recommendations.

(c) Level III. If the grievance is not adjusted to the satisfaction of the grievant at Level II, he may within ten (10) days after receipt of the Faculty Appeals Committee's findings and recommendations, refer his grievance to the President of the college by submitting to him a completed Grievance Review Request Form III. The President or his designee shall then conduct a formal hearing within ten (10) days of receipt of the form. A written decision of the President or his designee's decision shall then be delivered to the grievant within five (5) days; such decision shall contain the President's findings and recommendations and shall be deemed a final adjudication of the grievance for the purposes of these rules.

WAC 172-129-110 APPEALS: DIVISION INTO CATEGORIES. Decisions affecting continuation of employment as a faculty member shall be divided into two distinct categories:

(1) Appeals of decisions not to renew a probationary appointment or not to grant tenure to one who is at the same time terminated as a faculty member; and

(2) Dismissal of a tenured faculty member for adequate cause or termination of one not holding tenured appointment before the expiration of his contract year.

WAC 172-129-120 BURDEN OF PROOF IN APPEALS.

(1) A faculty member who appeals under category (1) of WAC 172-129-110 shall have the burden of proving by a preponderance of evidence that such nonrenewal was arbitrarily or capriciously made without due regard for the nonrenewed faculty member's ability to teach and/or contribute to the college.

(2) In the case of dismissal of a faculty member, as defined in WAC 172-129-110 (2), the college shall bear the burden of proving, by a preponderance of the evidence, that such dismissal was made for adequate cause, as defined in By-Law 401.43.24.

WAC 172-129-130 HEARING PROCEDURE FOR APPEALS.

(1) The faculty member challenging a decision affecting his retention or tenure appointment shall first discuss the matter directly with his department chairman, and if he chooses, with the unit personnel committee chairman. At this stage, discussion(s) should be held in private, but the participants should keep informal notes of any points of agreement or disagreement as to facts and conditions discussed.

(2) Formal hearings:

(a) Level I. If the faculty member is not satisfied with the discussions at the department or unit level, he may within thirty (30) days of the date of the written notice from the college respecting his retention or tenure present an Appeal Request Form I to his college, school, or division dean. The dean shall within ten (10) days of the receipt of the appeal hold a formal hearing. A written summary of the dean's conclusions from the hearing(s) shall be delivered to the appellant within five (5) days after the formal hearing(s) close.

(b) Level II. If the faculty member is not satisfied with the conclusion of Level I, he may within ten (10) days of the receipt of those conclusions, refer his appeal to the chairman of the Faculty Appeals Committee on an Appeal Request Form II. A panel of five (5) members of the committee shall conduct a hearing within ten (10) days of receipt of the appeal; except that in the case of a dismissal for adequate cause, a quorum of the Faculty Appeals Committee shall conduct such hearing. A written report shall be delivered to the appellant and to the President within five (5) days, stating the committee's findings and its recommendations. Administrative action upon the committee's findings and recommendations shall be made known within ten (10) days from the date of the committee's report.

(c) Level III. If the appellant is not satisfied with the Faculty Appeals Committee recommendation or with the pursuant administrative action, he may within ten (10) days after receipt of notice in either case, refer his appeal to the President, using Appeal Request Form III. If the President or his delegate in re-

viewing the recommendation and/or the review request by the appellant finds that additional evidence needs to be considered, he will within ten (10) days after receiving the Faculty Appeals Committee's recommendation, return the recommendation with his stated reasons to the committee, notifying the appellant of this action. If the President accepts the final recommendation of the committee, it will be transmitted to the Board of Trustees within ten (10) days after he receives such recommendation, and the decision of the Board of Trustees shall be final.

(d) Level IV. If the final recommendation of the Committee is not acceptable to the President or to the faculty member who filed the appeal, an appeal stating the same shall be transmitted within ten (10) days after the President made his final recommendation directly to the Board of Trustees, with either the President's or the appealing faculty member's stated reasons for differing with the recommendation of the Faculty Appeals Committee. The Board of Trustees shall then appoint a hearing examiner pursuant to the procedures provided in WAC 172-129-140, who shall then conduct a formal hearing for a contested case pursuant to the rules of procedure provided for in RCW 28B.19.110 and .120. The hearing examiner shall, at the conclusion of the hearing, prepare his recommended findings of fact and conclusions of law which shall be presented to and considered by the Board of Trustees. The Board's decision shall be final.

WAC 172-129-140 PROCEDURE FOR APPOINTMENT OF HEARING EXAMINER.

(1) Upon receipt by the President of the college or the secretary of the Board of Trustees, or Chairman of the Board of Trustees, of a request by an appealing faculty member for an appeal of the decision made at Level III, WAC 172-129-130 (c), the Board shall present written notification of receipt of a Request for an Appeal at Level IV of the Faculty Appeals procedures to the Chairman of the college's Academic Senate.

(2) Within ten (10) days after receipt of the Board of Trustees' notification of the receipt of a Request for Appeal to Level IV of these appeals procedures, the Chairman of the Academic Senate shall provide a list of three (3) names from which the Board of Trustees may select one (1) for the purpose of being a hearing examiner pursuant to WAC 172-129-145 of this chapter. Such list shall also contain a brief statement describing the background of the three nominees recommended to the Board of Trustees by the Chairman of the Academic Senate, and all such nominees shall be subject to the following standards:

- (a) They must be residents of the State of Washington.
- (b) They must be considered unbiased and not related by affiliation of blood to any of the parties involved.
- (c) They must agree to provide contract services as a hearing examiner in accordance with the fee schedule that may be promulgated from time to time by the Board of Trustees.

(3) If the Board of Trustees does not find any of the three nominees suggested to the Board by the Chairman of the Academic Senate acceptable, the Board shall, within a reasonable time, so notify such Chairman; who must then, within five (5) days after receipt of notice of rejection of the hearing examiner candidates, provide a list of three (3) more nominees who shall also be submitted in accordance with the standards provided for in this section. A final designation by the Board of Trustees for hearing examiner who shall hear the appeals at Level IV shall occur within a reasonable time after it first receives notification of an appeal to Level IV.

WAC 172-129-145 SCOPE OF AUTHORITY CONFERRED UPON HEARING EXAMINER. The hearing examiner appointed by the Board of Trustees at Level IV, pursuant to WAC 172-129-130, shall not only prepare the findings of fact and conclusions of law that shall be submitted to the Board, but such hearing examiner's findings as to credibility shall be deemed final and his findings of fact shall not be overturned by the Board unless such proposed findings of fact are not supported by substantial evidence.

WAC 172-129-150 COSTS OF APPEALS AND GRIEVANCES. Except for those cases in which the parties agree to make a formal record or transcript and share the costs thereof, pursuant to WAC 172-129-090 (c), all costs of appeal or grievance shall be borne by the college; provided, however, that if an appellant loses at all levels of appeal, the cost of the Level IV hearing shall be borne equally between the faculty member and the college.

WAC 172-129-160 CONTENT OF GRIEVANCE AND APPEAL FORMS. The content and form of the various grievance and appeal forms referred to in this chapter shall be promulgated from time to time by the President of the College.